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ABSTRACT

Designed to be used in an English course at the University of Houston, this library skills workbook includes lessons and multiple-choice exercises on the following topics: (1) a floor plan of the main university library; (2) catalog records; (3) catalog access points; (4) using the catalogs; (5) locating books; (6) encyclopedias; (7) dictionaries; (8) almanacs and statistical sources; (9) general periodical indexes; (10) specialized periodical indexes; (11) biographical indexes; (12) newspaper indexes; (13) book review indexes; (14) statistical indexes; (15) government publications indexes; (16) locating journals and microforms; and (17) research strategy. (MES)

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LIBRARY RESEARCH WORKBOOK

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LIBRARY INSTRUCTION PROGR[illegible]

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LIBRARY RESEARCH WORKBOOK

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The editor wishes to express her appreciation to colleagues in the Information Services and the Access Services Departments for their assistance with this revised 3rd edition of the Library Research Workbook.

University of Houston Library
Library Instruction Program/revised 3rd edition, May 1988

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Introduction

Right now, you are probably asking yourself this question: "Why is a library research workbook assigned in this English course?"

And, considering all the work you have to do in this course--the essays and the RESEARCH PAPER--that's a very good question. Why another assignment in a class already loaded with assignments?

There are several reasons. As you can see from the course description, your assignments will require that you use the Library this semester (especially for that research paper). And you probably know that this is only the beginning of your association with the Library here at the University of Houston. You will be taking other courses that will require research papers and essays, and that means that you will be using the Library for those, too. In fact, in order to complete your coursework here at UH successfully, you will need to use the Library OFTEN.

Just because you will have to use the Library often, however, does not mean you will have to spend many hours in the Library each time you use it. And that's the most important reason to take the three hours or so necessary to complete the Library Research Workbook. It will save you time now, when you are writing your English research paper, and later, when you are writing a paper for History or Management or Math.

When faced with a library assignment like a research paper, many students feel overwhelmed by the Library's size and arrangement, the numerous books and journals in the Library's collection, and the amount of information in those materials. Sometimes, just tracking down the information you need may seem a greater challenge than writing the research paper!

The Library Research Workbook is designed to help you meet this challenge by teaching you how to use the Library to solve information problems, including finding the sources you need for your research paper. You will learn how to develop an effective, systematic plan for finding the information you need in the Library.

The Library Research Workbook will introduce you to important Library services and resources as well as to a basic search strategy to use whenever you are faced with a library assignment. By reading each chapter and completing the exercises at the end of each unit, you will learn new information-gathering skills that will assist you in using the University of Houston Libraries efficiently and effectively, not just to complete your research paper for English, but throughout your academic career.

Instructions

In order to receive full credit for the Library Research Workbook, you will be required to answer the questions at the end of each chapter. The answer sheet in the back of this workbook is a standard computer-graded answer sheet. The questions are multiple choice and cover the material presented in each chapter.

To ensure accurate recording of your answers and final grading of your workbook, please observe the following guidelines:

1. Always **use a #2 lead pencil** when marking your answer sheet and fill-in the correct answer space completely.

2. Be sure to put your name and student i.d. number on the answer sheet in the space provided.

3. Do not fold, bend, mutilate, or lose your answer sheet. Use ONLY the answer sheet found in the back of your workbook. Answer sheets that are lost or stolen will **not** be replaced.

4. **Carefully mark your answers.** The answer sheets will be computer graded.

4. There is only one correct answer per question.

5. Use the specific reference source required in each question to locate your answer.

6. **Return your completed answer sheet to your instructor.** DO NOT TURN IT IN AT THE LIBRARY!

Finally, please be considerate of your fellow students and return each source consulted to the area where you found it. There are several classes and hundreds of students who will need to use the same resources, so please return the materials to the same shelf or general area.

1/Library Tour

The M.D. Anderson Library is the Main Library of the University of Houston. There are five branch libraries on this campus: the Architecture Library, the Law Library, the Music Library, the Optometry Library, and the Pharmacy Library.

This self-guided tour will introduce you to the facilities and services of the M. D. Anderson Library. The Library building consists of three wings: the Brown Wing has five floors, the Blue Wing has eight floors, and the Red Wing has three floors. Upon completion of this self-guided tour you will identify and locate key library services and service areas and differentiate the three wings of the M.D. Anderson Library.

To find each location, look for the numbered yellow "tour stop" signs. You may also wish to refer to the maps provided at the end of this unit.

The Tour begins near the Reference/Information Desk at the first brown pillar inside the turnstiles. Locate Tour Stop 1.

1. REFERENCE/INFORMATION DESK (Red Wing)

Staff at the Reference/Information Desk help you with library research, explain the use of library materials, assist you in using the Online Catalog, and answer your general questions about the Library itself. If you cannot find the information you need or are not sure where to begin looking for that information, be sure to ask for help at this desk. A schedule of Library hours, including the hours for this desk, is available here.

Walk past the Reference/Information Desk to the third brown pillar near the tables with the computer terminals.

2. THE ONLINE CATALOG (Red Wing)

The Online Catalog is a computer listing of the collections of the University of Houston System Libraries. The System Libraries include University of Houston, UH-Downtown, UH-Clear Lake, and UH-Victoria.

Tour Stop 3 is to your right at the next brown pillar.

3. THE CARD CATALOG (Red Wing)

The Card Catalog is a listing on cards of the collections of the University of Houston Libraries. The Card Catalog is divided into two parts: Author/Title Catalog and Subject Catalog.

Before leaving the Catalog area, note the computer terminals in front of the Author/Title Catalog. These computers contain the INFORMATION MACHINE, a computer-assisted instruction program on how to use the Library as well as an introduction to Library services. The INFORMATION MACHINE is available all the hours the Library is open, including hours when the Reference/Information Desk is closed.

Walk straight ahead past the Card Catalog toward the Reference Room. Before entering the room you will notice there are two photocopiers on your right. Proceed into the Reference Room, turn right, and locate Tour Stop 4 on the bookshelves in the center of the room.

4. REFERENCE ROOM (Red Wing)

Dictionaries, encyclopedias, almanacs, statistical handbooks, biographical sources, and other reference books are located on the left side of this room. The WHITE call number guides at the end of each row help you determine the row in which your book is shelved.

On the right side of the room you will see YELLOW call number guides to the Index Backfile collection. This collection contains the older periodical indexes that do not fit on the Index Tables explained in Tour Stop 5.

Directly across from the Reference Room are the Index Tables. Walk away from the Reference Room to the second brown pillar slightly to your left.

5. INDEX TABLES (Red Wing)

These tables hold subject indexes to periodical articles in the social sciences, sciences, and humanities. On these tables you will also find indexes to essays, collections of short stories and plays, biographies, and book reviews. The indexes are grouped on the numbered tables according to the subject areas covered. For example, Table 4 contains business indexes, Table 10 has engineering indexes, and so on. Usually the most recent indexes are located on these tables. Older editions are arranged by call number in the Index Backfile area of the Reference Room.

Walk towards the Reference/Information Desk and look for Tour Stop 6 & 7 on the brown pillar near the Library Publications Rack.

6. LIBRARY PUBLICATIONS RACK (Red Wing)

This rack contains publications that provide general information on Library services, on doing Library research, and on using specific indexes. Library Guides explaining research steps in specific subject areas are available, free of charge, on publications racks opposite the Brown Wing elevators and at the Reference/Information Desk.

7. NEWSPAPER INDEXES (Red Wing)

Subject indexes to newspapers are located on this table.

Walk past the Card Catalog to the large plant by the brown pillar and locate Tour Stop 8.

8. GOVERNMENT DOCUMENTS AND STATISTICAL INDEX TABLES (Red Wing)

On these two tables you will find subject indexes to government publications and to statistical information.

Proceed straight down the hall to the glass wall. You have now passed from the Red Wing to the Blue Wing. The elevators and stairway in this section will give you access to the floors of the Blue Wing. Turn left and walk down to the entrance of the Current Journals, Microforms, and Media Room. There is a dollar bill changer just inside the door to your left. Enter the room and go through the turnstiles to the brown pillar straight ahead.

9. CURRENT JOURNALS, MICROFORMS, and MEDIA ROOM (Blue Wing)

This room contains the current issues of journals and magazines arranged on the shelves by call number, as well as newspapers, microfiche, microfilm, and videotapes. There are photocopiers located along the right side as you enter the room.

The service desk is located just inside the turnstiles. Staff at this desk will assist you with problems you may encounter locating materials from this collection. In addition, there is a microcomputer cluster located in this room.

Exit from the Current Journals, Microforms, and Media Room. Turn right immediately after passing through the glass doors. On your right take either the stairway or elevator down to the basement. Turn left after exiting the stairway or elevator. Locate Tour Stop 10 just outside the entrance to Audiovisual Services.

10. AUDIOVISUAL SERVICES (Blue Wing)

The Vista I Room, sometimes used for classroom presentations, is located in these offices. Located in these facilities are photographic and art/graphic labs, audiovisual equipment used by faculty in classes, and two multi-media classrooms. Nearby is the department's instructional television where graduate classes are broadcast live in the metropolitan Houston area. A number of services are available to students on a cash basis, including photographic copy work, slide film processing, passport photos, and audio and video tape duplication.

Follow corridor around to your right. Tour Stop 11 is located just outside the Copy Center near the elevators.

11. COPY CENTER (Red Wing)

This area provides photocopiers, a cashier, a one-dollar and five-dollar bill changer, and other specialized services such as spiral binding, transparencies, and color photocopying. Copicards which may be used in copy machines throughout the Library are available for sale in this area. The cashier will make change during business hours Monday through Friday, 8:30-5:00. The Vista II Room, sometimes used for classroom presentations, is located in this area.

Take either the stairway or elevators up to the 2nd Floor Blue Wing. Turn right after exiting the stairway or left from the elevators. Proceed through the glass doors. Tour Stop 12 is located at the end of the first row of shelves.

12. GOVERNMENT DOCUMENTS COLLECTION (Blue Wing)

The stack ranges to the right contain approximately 300,000 documents issued by the United States government. The Library is a partial depository of government publications and receives 70% of all published materials. Since few of these documents are listed in the Online Catalog or Card Catalog, you must consult those indexes pointed out on Tour Stop 8 to find out which of these publications the Library owns.

Exit the Blue Wing past the elevators and stairway to the Red Wing (area with the green carpet). Walk straight ahead to the glass room.

13. TYPING ROOM (Red Wing)

The typing room has coin-operated IBM Correctible Selectric Typewriters that cost $.25 for 20 minutes. The Library does not provide paper or other supplies.

Walk through the rows of bookshelves to the Brown Wing (area with brown carpet). Tour Stop 14 is located on the wall to the right, just inside the entrance to the Brown Wing.

14. MAP COLLECTION (Brown Wing)

United States Geological Survey maps, topographic maps, large atlases, road and city maps are available in this section of the Library. Ask for assistance at the Reference/Information Desk.

Take the Brown Wing elevators down to the 1st Floor--after leaving the elevator turn right. The Library's "New Book" shelves are located directly across from the elevators and the Library's bulletin board and suggestion box are nearby, also. Continue to your right, past the large plant, towards the Library exit. Tour Stop 15 is located on the second brown pillar past the plant.

15. RESERVES DESK (Red Wing)

Materials that faculty have placed on short-term loan for classes are located at the Reserves Desk. The notebooks on the counter are a current listing of those materials on reserve arranged by the last name of your professor. The Library has also placed heavily used materials on reserve. Those materials are included in the Library Catalogs with a special location code (more information on location codes follows in a later section), and they are also listed in a notebook at the desk. A current UH student ID is required for checkout privileges.

Tour Stop 16 is on the next brown pillar directly ahead.

16. CIRCULATION DESK (Red Wing)

Library books are checked out at this desk with a current UH student ID card. Renewals of checked-out books, searches for unlocated materials, recalls of checked-out library books, lost and found, and group study rooms are other services available at this location.

Exit the Library through the turnstiles to the Lobby. The last Tour Stop is on the wall to the right.

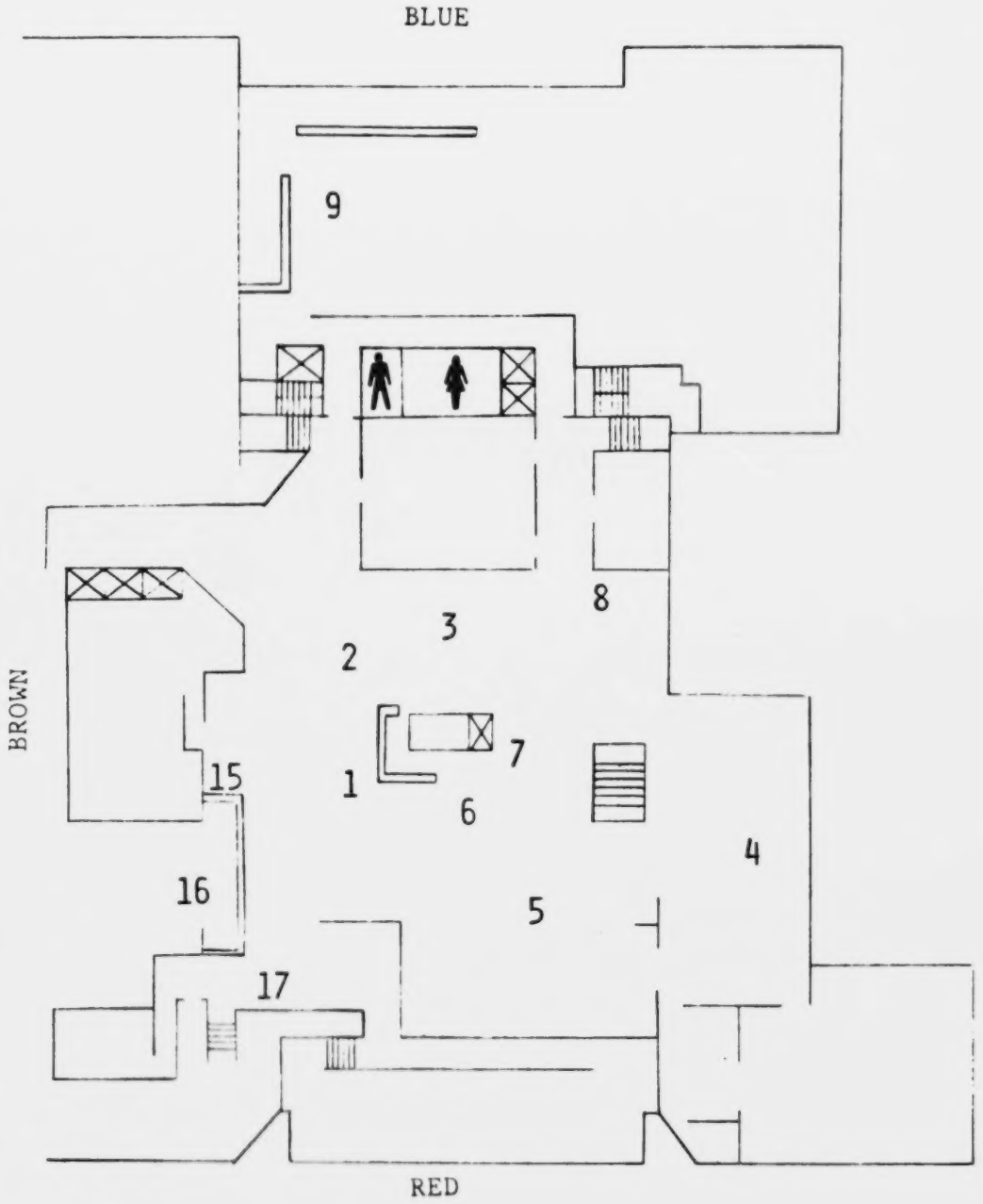
7. LOBBY (Red Wing)

Your tour of the Library ends in the lobby. There are three important areas you should notice here.

The BOOK RETURN is located on the wall underneath the clock. Return all books you have checked out here.

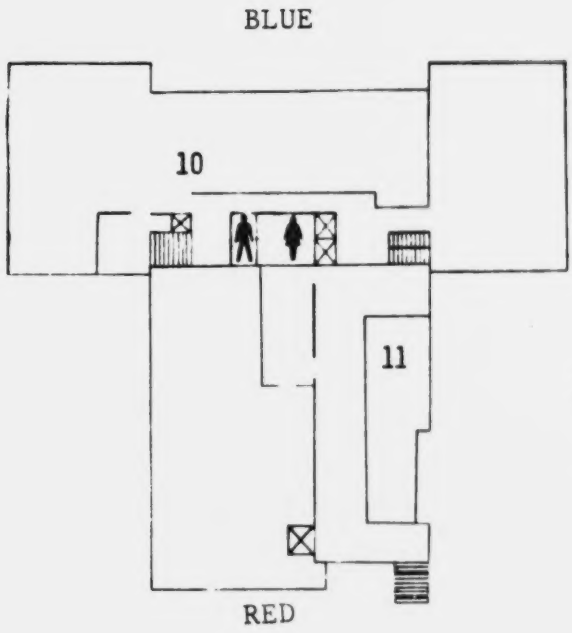
To the left just before the book return is an alcove which has PAY PHONES and a CAMPUS PHONE.

Further to the left is a stairway leading to a STUDENT LOUNGE in the basement. The lounge contains more pay phones, a campus phone, a dollar bill and five dollar bill changer, and several vending machines.



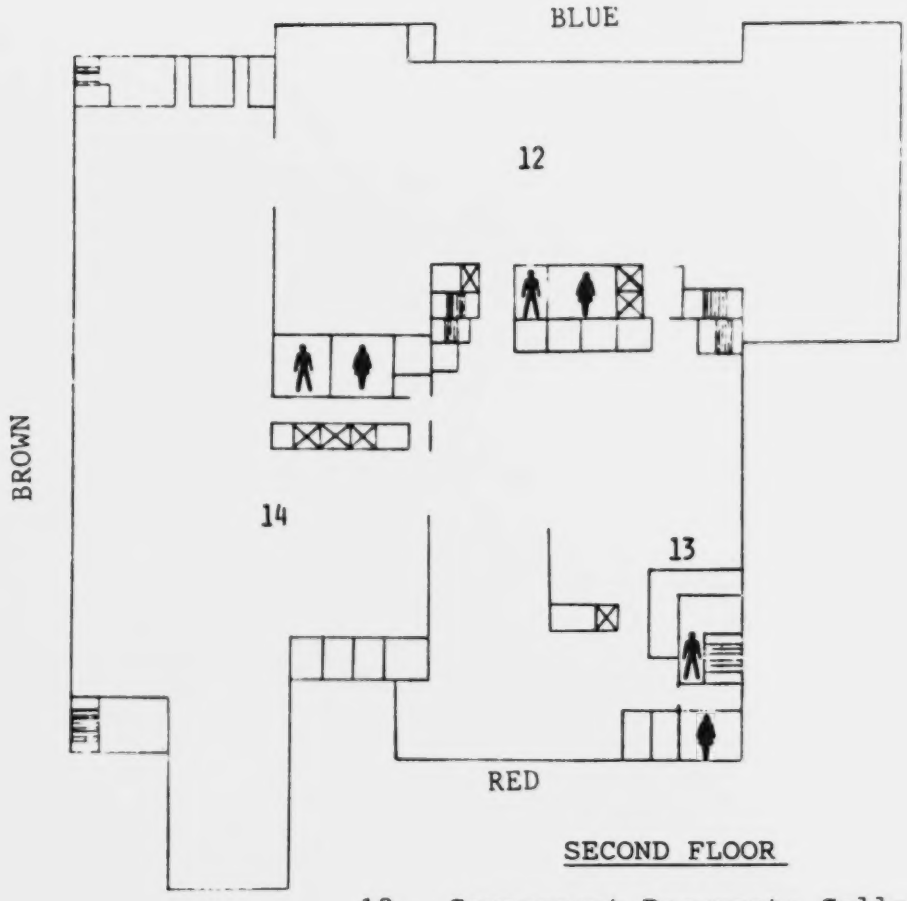
FIRST FLOOR

1. Reference/Information Desk
2. Online Catalog
3. Card Catalog
4. Reference Room
5. Index Tables
6. Library Publications Rack
7. Newspaper Indexes
8. Government Documents/Statistical Index Tables
9. Current Journals, Microforms, and Media Room
15. Reserves Desk
16. Circulation Desk
17. Lobby



BASEMENT

10. Audio-Visual Services
11. Copy Center



SECOND FLOOR

12. Government Documents Collection
13. Typing Room
14. Map Collection

TOUR QUESTIONS

With each of the following questions choose the appropriate facility or service in the Library that would answer the question. Where would you go for...

1. Help when you are not sure where to begin to look for information in the Library?

   A. Lobby
   B. Reference/Information Desk
   C. Copy Center
   D. Map Collection

2. Recent issues of journals and newspapers?

   A. Index Tables
   B. Administrative Offices
   C. Audiovisual Services
   D. Current Journals, Microforms, and Media Room

3. Encyclopedias, dictionaries, almanacs, etc.?

   A. Reference Room
   B. Typing Room
   C. Reference Offices
   D. Technical Services

4. A book or article "on reserve" for a class?

   A. Index Tables
   B. Circulation Desk
   C. Reserve Desk
   D. Lobby

5. Change for a five-dollar bill?

   A. Online Catalog
   B. Government Documents
   C. Current Journals, Microforms, and Media Room
   D. Copy Center

6. Access to the collections of the UH-System Libraries?

   A. Card Catalog
   B. Online Catalog
   C. Index Tables
   D. Reserve Desk

7. Subject access to periodical articles, book reviews, essays, short story collections, etc.?

   A. Index Tables
   B. Reserve Desk
   C. Card Catalog
   D. Circulation Desk

8. Check out and renewal of books?

   A. Reference/Information Desk
   B. Card Catalog
   C. Circulation Desk
   D. Reference Offices

9. Current issues and microfilm copies of major newspapers?

   A. Copy Center
   B. Audiovisual Services
   C. Index Tables
   D. Current Journals, Microforms, and Media Room

10. Book Return?

   A. Lobby
   B. Online Catalog
   C. Index Tables
   D. Government Documents

Select the correct floor and wing on which the following Library services or collections are located.

11. Typing Room

A. 2 Red
B. Basement Blue
C. 2 Brown
D. 2 Blue

12. Reserves Desk

A. 1 Red
B. 1 Brown
C. 2 Red
D. 1 Blue

13. Current Journals, Microforms, and Media Room

A. 1 Blue
B. 1 Brown
C. 1 Red
D. 3 Blue

14. Government Documents Collection

A. 2 Brown
B. 2 Blue
C. 5 Brown
D. 1 Blue

15. Map Collection

A. 2 Blue
B. 2 Brown
C. 1 Brown
D. 3 Red

16. Reference Collection

A. 1 Red
B. 1 Blue
C. 1 Brown
D. 2 Red

2/Library Catalogs

University libraries acquire large numbers of books to assist students and faculty with research and instruction. There are a number of reasons for using books to find information for your research papers. Books are often the best sources for a comprehensive, in-depth look at a topic. A book may provide you with different viewpoints on your topic, particularly if each chapter is written by a different person. Books often have a bibliography, or list of sources, that you may use to locate additional sources. This chapter will explain how to determine which books are owned by the Library by using the Online Catalog.

Standard methods of organizing the collection are used, and standard information is provided for each book so that you may efficiently and effectively locate the books you need. Information provided about the books includes call numbers and access points for each book in the Library's collection. A call number is assigned to identify each book. Call numbers are the address of the book in a particular library. "Access points" are the various ways you might search for information on a book in the Library's collection; headings are assigned for subject, author, title, etc. These access points lead you to catalog records that contain the call numbers you need to locate the books. More information on call numbers and access points follows in this chapter.

Information Available About Books: Catalog Records

Library Catalogs provide bibliographic and location information about the books in a particular library: author, title, publisher, publication date, subject headings, call number, location, etc. This information is found on a catalog record, a description of the book presented in a standard format. The catalog record can take the form of a printed card (Card Catalog) or an electronic display on a computer terminal screen (Online Catalog). Even though the method of displaying the information may differ, each catalog record includes the same standard information. In this section you will learn how to identify and to use the information available on catalog records.

You can use the standard information presented in the catalog record to expedite your search process. The information available may help you evaluate the book's relevance to your topic BEFORE you go through the process of locating it on the shelves. Before beginning your search for the book, examine the following information on the catalog record to determine the books potential usefulness: publication date, publisher, place of publication, notes, and complete title.

The **publication date** can be very helpful to you when evaluating whether or not a particular book would be relevant for your research topic. For example, if your topic is "Computers in Mathematics Education," you may be more interested in books written in the last few years than in books on mathematics education written in the 1950's.

The **publisher** and **place of publication** may also provide helpful information. For example, in writing a research paper, you might be more interested in books published by a scholarly press or a university press, such as Oxford University Press than in books published by a popular publisher, like Bantam or Doubleday. Scholarly books, in general, are written by researchers and academic specialists whose audience is primarily other researchers, scholars, and students. These contain both primary (manuscripts, letters, diaries, interviews, etc.,) and secondary (encylopedia articles, histories, biographies, etc.,) sources, as well as a complete listing of all sources consulted by the author. Popular books, on the other hand, may be written by journalists to reach a wider audience and may provide only a general overview of a topic.

The **notes** field furnishes additional information about the book, such as the presence of an index or bibliography. The presence of a bibliography or index is one method of determining whether or not a book presents research or a popular view of the subject. Most research works will include a bibliography of sources consulted, which you can also use to locate additional information on your topic.

The **complete title**, which includes the main and the subtitle, is also important to note when evaluating a catalog record. Often the subtitle of a book will help you determine which aspect of your topic the book discusses. For example, if your topic is computer applications in mathematics education, you may be more interested in a book titled Mathematics Education: Applications of Computers than Mathematics Education: Continuing Education for Teachers.

Catalog Record Formats

The following sample records illustrate the various types of bibliographic information (author, title, publisher, etc.,) and locational information (call number, library location, etc.,) that may appear on catalog records for books listed in the Online and Card Catalogs.

ONLINE CATALOG RECORDS

There are two screens for each book listed in the Online Catalog. When you locate a record in the Online Catalog for a particular book, you will be shown a Brief Record first, with the option of seeing a Full Record. The following examples illustrate the Brief Record and the Full Record for the title The Melting of the Ethnics, by Mark M. Krug. Note that the parts of the record (AUTHOR, TITLE, etc.) are labeled on the Online Catalog screen.

The Brief Record
(sample)

```
#95 UHLP/M.D. ANDERSON LIB.  - GEAC LIBRARY SYSTEM -      *AUT - TIL SEARCH

Your request: AUTHOR: KRUG, MARK M.                        Matches  1 citation
              TITLE: MELTING OF THE ETHNICS
 AUTHOR: Krug, Mark M., 1915-
 TITLE:  The melting of the ethnics : education of the immigrants, 1880-1914 /
         by Mark Krug.
 IMPRINT: Bloomington, Ind. : Phi Delta Kappa Educational Foundation, c1976.

                 Loan    Call
Location         Type    Number                    Status

ANDERS/ANSTAK    BOOK    LC3731.K78                IN LIBRARY
CLAKE /CLAKE     ......  LC3731.K78
VTORIA/VTORIA    ......  LC3731.K78



 FUL - see complete citation          CAT - begin a new search


Enter code _                                       Then press SEND
```

The Brief Record gives you the most essential bibliographic information about the book. Bibliographic information provided includes the following:

AUTHOR: Last name, then first name, followed sometimes by dates of birth and death.

TITLE: Complete title of the book, including subtitle if any.

IMPRINT: The place of publication, publisher, and date of publication.

The location information provided on the Brief Record tells you how to locate the books in the UH Libraries:

LOCATION: An alphabetical code that stands for the library in which you will find the book and the particular section to which the book has been assigned. For example, ANDERS/ANSTAK means that the book is located in the general collection of the M.D. Anderson Library, University of Houston. More information about location codes follows in the section, "Locating Materials."

LOAN TYPE: An alphabetical code for identifying the loan status of the book. For example, a book that can be checked out is designated as BOOK. A book that cannot be checked out, such as those located in Reference or Special Collections, is designated as NCBOOK. "ON RESERVE" means that the item is located at the Reserve Desk, 1st Floor Red Wing.

CALL NUMBER: The number assigned to identify each book and to determine its location on the shelf. More information on call numbers follows in a later section.

STATUS: Information about the availability of the book. For example: "IN LIBRARY" means that the book is not checked out. "DUE" means that the book has been checked out and is due back on the date indicated. If the Status line is blank or if the line reads "STATUS UNAVAILABLE", this information is not available for the book in the Online Catalog. You can check with the staff at the Circulation Desk for status information if the book is not on the shelf.

The location information in the Brief Record illustrated above for the book the Melting of the Ethnics tells you that the first copy is in the general collection of the M.D. Anderson Library (LOCATION: ANDERS/ANSTAK). It is a circulating book (LOAN TYPE: BOOK), and the STATUS indicates that the book is not checked out (STATUS: IN LIBRARY). The CALL NUMBER is LC3731.K78. This record also shows that there are copies of this book in the UH-Clear Lake (CLAKE) and UH-Victoria Libraries (VTORIA). Since the Online Catalog contains records for all of the libraries in the University of Houston System, it is very important to check the location information carefully to be certain you are searching for the book you want in the correct library location.

For a complete list of locations in the Online Catalog, check the CALL NUMBER LOCATIONS and LOCATION CODES charts. Copies of the charts are posted in the Library Catalog area, by all elevators, and at the Reference/Information Desk, First Floor Red Wing.

The Full Record
(sample)

```
095 UHUP/M.D. ANDERSON LIB. - GEAC LIBRARY SYSTEM -      *AUTHOR SEARCH

AUTHOR: Krug, Mark M., 1915-
TITLE:  The melting of the ethnics : education of the immigrants, 1880-1914 /
        by Mark Krug.
IMPRINT: Bloomington, Ind. : Phi Delta Kappa Educational Foundation, c1976.
PHYSICAL FEATURES: v, 123 p. ; 23 cm.
SERIES: Perspectives in American education
NOTES:  Includes index. * Bibliography: p. 105-108.
SUBJECTS:Minorities — Education — United States. * Acculturation.
LC CARD: 75026385
ISBN:   087367409X. 0873674154

LOC - see locations and call numbers     CIT - return to your citation list
IND - see list of headings               FOR - see next citation in list
BAC - see previous citation              CAT - begin a new search

Enter code:                                          Then press SEND
```

After you have found a Brief Record in the Online Catalog, you will be given the option of viewing a Full Record. The Full Record contains the following additional bibliographic information not available on the Brief Record: physical features, series title, special notes, subjects, and other authors and titles associated with the book.

PHYSICAL FEATURES: This portion of the record contains information such as number of pages, whether the book contains illustrations and the book's height in centimeters. The length of the book or the presence of illustrations might be important to you.

SERIES: A number of books that deal with the same subject matter may be published as part of a series. If the book is part of a series, the series title will be noted here. The series title also serves as an access point.

NOTES: The notes section furnishes additional information about the book, such as the presence of an index or bibliography. The presence of a bibliography or index is one method of determining whether or not a book is research or popular writing. Most research works will include a bibliography of the sources used, which you can use to locate additional information on your topic.

SUBJECTS: This portion of the Full Record designates the subject headings that will serve as the subject access points for this book in the catalogs. In our example, the subject heading "MINORITIES--EDUCATION--UNITED STATES" indicates that this heading is used as a subject access point in the Online Catalog.

NOTE: The Full Record, does NOT give you the Location, Loan Type, Call Number, and Status information that you need in order to find the book on the shelf. Remember that you must get that information from the Brief Record. A chart summarizing the differences between the Brief and Full Records is provided below with information unique to each record highlighted:

Brief Record	**Full Record**
Author's Name	Author's Name
Title	Title
Publisher	Publisher
Date of Publication	Date of Publication
Call Number	**Subject Headings**
Library Location	**Physical Features**
	Series
	Notes

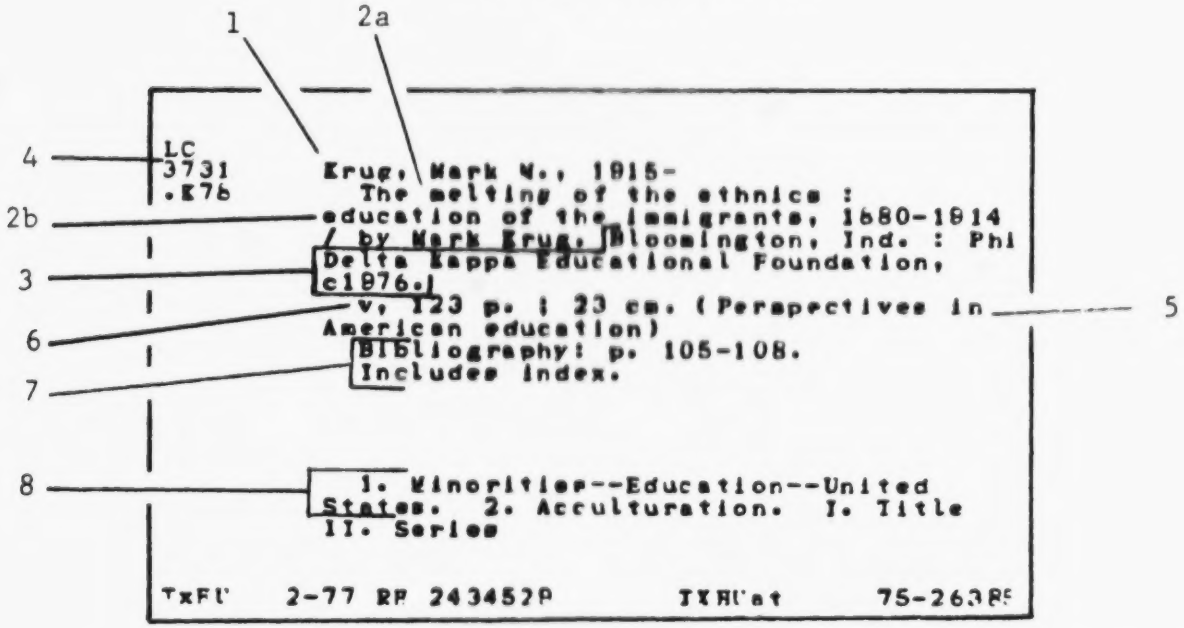
CARD CATALOG RECORDS

In the previous section, catalog records found in the Online Catalog were discussed. Since some older materials are not yet included in the Online Catalog and since the Online Catalog is unavailable at times, it is important to review the use of the printed records found in the Card Catalog.

The catalog cards contain all of the bibliographic information that you would find on both the Brief and Full Records in the Online Catalog, as well as the location information - call number and any special location codes. The catalog cards are arranged alphabetically by author and title (Author/Title Card Catalog) and by subject headings (Subject Card Catalog).

Unlike the Online Catalog record, the information on the catalog card record is not labeled; however, the same standard information is included. The sample record below illustrates the information given for each book listed in the Card Catalog.

SAMPLE CATALOG CARD



1. Author
2a & 2b. Title
3. Imprint
4. Call Number
5. Series
6. Physical Features
7. Notes
8. Subjects

CATALOG RECORDS

Locate the Online Catalog record for the title Groucho. The following six questions are based on this record.

17. Who is the author?

    A. Jackson, William J.
    B. Arce, Hector
    C. Marx, Julius
    D. Dumont, Margaret

18. What is the first subject heading assigned?

    A. Marx, Groucho, 1891-1977
    B. Comedians--United States--Biography
    C. Humor--United States
    D. Marx, Julius, 1891-1977

19. When was the book published?

    A. 1979
    B. 1978
    C. 1980
    D. 1977

20. Which of the following does the book contain?

    A. Book jacket
    B. Maps
    C. Bibliography
    D. Footnotes

21. What is the call number?

    A. 78016019
    B. PN2287.M53A7 1978
    C. 0399120467
    D. PS4018.G66M2

22. Which of the following is not available from the FULL record?

    A. Subjects
    B. Call number
    C. ISBN
    D. Title

How Books Are Retrieved: Access Points

Objectives

1) How to use the different access points available in the Library Catalog to locate books.

2) How you can use the Library of Congress Subject Headings (LCSH) books to identify correct subject headings to search in the Catalog.

3) How to identify keywords and how to use the keyword access point in the Online Catalog.

How do you locate records for the books you need when you are using the Library Catalog? As you can see from the material presented in the previous section, the records for each cataloged book in the Library have been assigned access points for author, title, and subject, etc.

The access points available in a traditional card catalog are author, title, and subject. These same access points are available in the Online Catalog; however, there are also additional access points in the Online Catalog that are not provided in a card catalog, such as the KEYWORD access point. This section will discuss how you may use these access points to search for the books you need.

ONLINE CATALOG - ACCESS POINTS

The access points available for searching in the Online Catalog are listed on the "menu" screen on the terminal displayed below.

The MENU Screen

What type of search do you wish to do?

1. **TIL- Title, journal title, series title, etc.**
2. **AUT- Author, illustrator, editor, organization, conference, etc.**
3. **A-T- Combination of author and title.**
4. **SUB- Subject headings assigned by library.**
5. **NUM- Call number, ISBN, ISSN, etc.**
6. **KEY- One word taken from the title, author or subject.**

Enter number or code: **Then press SEND**

The Online Catalog operates somewhat like a self-service bank teller machine; it displays a menu of choices of the types of searches, or access points, available. You must then type in the number or abbreviation of the search you wish to pursue. When you approach an Online Catalog terminal, the menu screen may already be displayed. If it is not, information on the screen will tell you how to display it. Further information on how to operate the Online Catalog terminals follows in a later section.

TITLE SEARCH

You can use this access point to search when you know the title of a particular book.

To search by title in the Online Catalog, follow the instructions on the menu screen. When searching by Title in the Online Catalog, you may type in the full title, or you can type in only the first words of the title. When you search by titlein any library catalog, you should ignore the leading articles--a, an, the, el, la, una, das, etc.--and begin with the words following the article. For example, if you were looking for the title La Nuit de la Espana, you would enter Nuit de la Espana.

Another method for searching titles is the TITLE KEYWORD access point. You know from past experience that you cannot do a TITLE search unless you know the first word of the title you want. A TITLE KEYWORD search, however, allows you to search the Online Catalog for titles containing any ONE important word from the title that you remember. If you enter the title keyword ALGEBRA, the Online Catalog will display all the titles containing the word ALGEBRA. For example:

ALGEBRA FOR THE GEOMETRICALLY MINDED
FRESHMAN ALGEBRA
LEARNING ALGEBRA CAN BE FUN

More information on the uses of keyword searching follows in a later section.

AUTHOR SEARCH

You can use this access point to search when you know the name of a particular author. A person, an association, a company, an institution, a conference name, or a government body may be considered the author of a book. You may also use the author access point to search for editors or co-editors.

Here are some examples of author access points:

Person:	Baker, George
Association:	Society of Agricultural Bacteriologists
Company:	International Business Machines Corporation
Institution:	Stanford University. Dept. of Civil Engineering
Government Body:	Texas. Dept. of Water Resources
Conference Name:	Symposium in Applied Mathematics

When you search by author in the Online Catalog, select the proper search code and type in the author's name as you are instructed.

If you are unsure of an author's complete name, you may also search by AUTHOR KEYWORD in the Online Catalog. This access point allows you to search the Online Catalog for ONE important word in an author's name. This access point can be especially useful when searching for an association, company, or institution. For example, searching "Wildlife" as an AUTHOR KEYWORD would retrieve the following authors:

American Wildlife Federation
National Wildlife Federation
Rob and Bessie Welder Wildlife Foundation
World Wildlife Fund

More information on additional uses of keyword searching follows in a later section.

Another access point available in the Online Catalog is the Author/Title. You may use this search when you know both the author's name and the first word of the title of a book. It may be a faster way to search for a particular item, particularly if the author has a common name or if you are unsure of the complete title.

If you choose this search method, the computer first prompts you to type the author's name. The computer recognizes only the first word you type, so you may type in the last name of a person or the first significant word of the corporate author and press SEND.

Next, the computer will prompt you for the title. Again, you need to type in only the first word of the title. For example, if you wanted to search for the record for <u>The Melting of the Ethnics</u> by Mark M. Krug, you could enter "Krug" on the first screen and "Melting" on the second screen.

SUBJECT SEARCH

If you have a particular subject in mind and you want to find books the Library owns on this subject, you need to search in the Library Catalog using a SUBJECT search approach.

In order to find books efficiently, you must first be certain that you are looking under the correct term(s) used in the Catalog to describe a topic. These correct terms are called SUBJECT HEADINGS. The official list of subject headings used in the Library Catalog is the Library of Congress Subject Headings (abbreviated LCSH), large books located near the Online Catalog.

If you have performed searches on computers or in indexes, you may have used a list of subject headings called a "thesaurus" (i.e., a list of subject descriptors) to help you determine the proper access points for searching. The LCSH is the "thesaurus" used by the Library to select subject access points for the Library Catalog. Most subject headings used by the Library to describe books will come from this source; however, since the LCSH lists headings that might be used in any library, it might contain terms for books that our Library does not own at the present time.

The LCSH can act as a time-saver in helping you find the terms you need to locate books, especially when there are different words that might be used in referring to the same subject. For example, "baby" and "infant" are terms that have similar meanings. In the LCSH, the subject heading is "Infants." So if you look up this term in the Library's Catalog, you will find books on this subject, regardless of whether the title is All About Babies or Introduction to Infant Care.

Once you know the official subject heading(s) for your topic, you save yourself the trouble of looking up unused terms in the Library Catalog. If you are unable to locate an appropriate subject heading, you might try a keyword search as described in the keyword section. It is also important to note that many proper names, such as Peace Corps or Poe, Edgar Allan are subjects in the catalog; however, LCSH does not include all proper nouns used as subjects.

How to Know Which Subject to Search: Using the Library of Congress Subject Headings

When you have a topic you wish to search in the Catalog, you should first look up your topic in the Library of Congress Subject Headings Books (LCSH) to find the subject heading used by the Library to describe the topic. The subject headings are listed in alphabetical order. For example, if the topic you are interested in is "minority groups," and you look up this term in the LCSH books, you will find the following entry:

Minority farmers (May Subd Geog)
BT Farmers
Minorities
Minority fellowships
USE Minorities--Scholarships, fellowships, etc.
Minority groups
USE Minorities
Minority groups in engineering
USE Minorities in engineering

The term you have looked up, "minority groups," is not an official subject heading. Instead, you are instructed to USE the correct subject heading MINORITIES. In other words, books on this topic will be found in the Catalog under the term MINORITIES, not under "minority groups."

Below is a reproduction section from the LCSH books on the subject heading MINORITIES, with explanations on how to read the entry:

Correct Library of Congress subject heading. "May Subd Geog" means that a place name may follow the heading (further explanation to follow).

USED FOR (indicates terms that are not official subject headings are not access points in the Library Catalogs.)

BROADER TERM

RELATED TERM (indicates subject headings that are related in meaning and may also be of interest to you.)

SEE ALSO (refers to a general group or category of headings of possible interest to you.)

NARROWER TERM

Terms follwing a dash (--) are subdivisions, which, when added to the subject heading, produce a more specific subject heading (e.g., MINORITIES--EDUCATION).

Minorities (May Subd Geog)
Here are entered works dealing with the condition, protection, rights, etc. of racial, religious and other minorities. Material on the representation of minorities is entered under Proportional representation.
UF Foreign population
Minority groups
BT Ethnic groups
RT Assimilation (Sociology)
Discrimination
Ethnic relations
Majorities
Nationalism
SA names of individual races, ethnic groups, or other minority groups, e.g. German Americans; Handicapped; etc.; and subdivisions Ethnic relations and Race relations under names of countries, cities, etc.
NT Children of minorities
Church and minorities
Church work with minorities
English literature--Minority authors
Ethnic press
--Economic conditions
UF Minorities--Socioeconomic status
--Education (May Subd Geog)
NT Education, Bilingual
Minorities--Scholarships, fellowships, etc.

Narrowing Your Subject Search - Subject Heading Subdivisions

When you search a subject heading in the Catalog, you may find the heading followed by a dash and another word or phrase, called a "subdivision." A subdivision makes the subject heading more specific. In the LCSH books, the subdivisions are listed under the subject heading preceeded by a dash. For example, if you are researching the topic "minorities" and wish to narrow your topic to "healthcare amoung minorities," you would find the following heading in LCSH:

Books on the health of minorities are
found in the catalogs under the subject
heading MINORITIES--HEALTH AND HYGIENE.

Special Formats and Geographic Locations

Some subdivisions are used after subject headings to indicate a book on the topic in a particular format. For example, a dictionary of terms used in the study of minorities would be listed in the Catalog under the subject heading MINORITIES--DICTIONARIES. A book of statistical information on the subject of minorities would be found under the subject heading MINORITIES--STATISTICS. **THESE ARE STANDARD SUBDIVISIONS. YOU WILL NOT FIND THESE LISTED IN LSCH.** The most common of these subdivisions are listed below:

Abstracts
Bibliography
Biography
Book reviews
Congresses
Dictionaries
Directories
Indexes
Maps
Periodicals
Statistics

The term "(May Subd Geog)" after a subject heading in the LCSH books means that the heading may be followed by a place name (city, county, state, country). If you are interested in the topic of minorities in the United States, look in the Catalog under the heading MINORITIES--UNITED STATES. Books on minorities in Texas would be found under MINORITIES--TEXAS.

In the case of cities in the United States and Canada, the name of the state is added before the name of the city. For example, books on minorities in Houston, Texas, would be found under MINORITIES--TEXAS--HOUSTON. Books on minorities in Toronto, Canada, would be found under MINORITIES--ONTARIO--TORONTO. For cities in other countries, the name of the country is usually added before the name of the city. Therefore, a book about minorities in the city of London, England, would be found in the Catalog under the heading MINORITIES--ENGLAND--LONDON.

Searching by Subject in the Catalogs

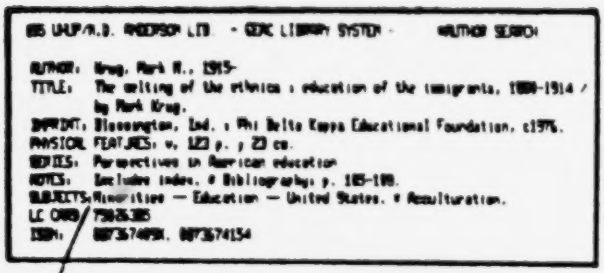
Once you have determined the correct subject heading to use for your topic by looking in the LCSH books, you are ready to search in the catalogs to find which books the Library has on that subject. To search by subject in the Online Catalog, follow the instructions on the screen. In the Card Catalog there is a separate section, the Subject Card Catalog, for subject searches.

Using a Catalog Record to Identify Useful Subject Headings

Perhaps you already know of a book on your topic in the Library. This section will tell you how to use the catalog record for this book to locate other books on the same subject.

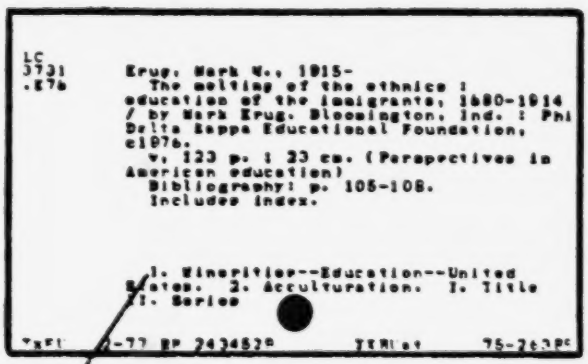
Let's say you are interested in the education of minorities in the United States, and you already know about the book, The Melting of the Ethnics, by Mark M. Krug. Now you want to find more books in the Library on the same subject. If you are looking in the Online Catalog, find the record for this book and look at the subject section on the Full Record. If you are using the Card Catalog, subject headings are listed at the bottom of the catalog cards. In our example below, the 1st subject heading is MINORITIES--EDUCATION --UNITED STATES. In the Online Catalog record, this subject heading is preceded by the term "SUBJECTS." If you search this heading (or any of the others listed) in the Catalogs you will find other books on the same topic.

Online Catalog Record


AUTHOR: Krug, Mark M., 1915-
TITLE: The melting of the ethnics : education of the immigrants, 1880-1914 / by Mark Krug.
IMPRINT: Bloomington, Ind. : Phi Delta Kappa Educational Foundation, c1976.
PHYSICAL FEATURES: v, 123 p. ; 23 cm.
SERIES: Perspectives in American education
NOTES: Includes index. # Bibliography: p. 105-108.
SUBJECTS: Minorities — Education — United States. # Acculturation.

Subject Heading

Card Catalog Record


LC
3731
.K76
Krug, Mark M., 1915-
The melting of the ethnics : education of the immigrants, 1880-1914 / by Mark Krug. Bloomington, Ind. : Phi Delta Kappa Educational Foundation, c1976.
v, 123 p. ; 23 cm. (Perspectives in American education)
Bibliography: p. 105-108.
Includes index.
1. Minorities--Education--United States. 2. Acculturation. I. Title
II. Series

Subject Heading

Don't forget that you can expand your subject search further by looking up these subject headings in the Library of Congress Subject Headings books where cross-references may lead you to other useful subject headings.

KEYWORD SEARCH

If you are having difficulty locating the information you need in the Catalog using the traditional access points available - subject, author, and title - there is another search option available in the Online Catalog, the keyword search. A keyword is one **significant** word from a title, an author's name, or a subject heading.

Keyword searching offers you an option that is not possible in card catalogs. You know from past experience that you cannot do a TITLE search unless you know the first word of the title you want. The AUTHOR search for a personal name also requires a specific word order, last name first. Similarly, a SUBJECT search cannot be done if you do not know the first word of the subject heading you need as listed in the Library of Congress Subject Headings books.

This section will discuss some of the ways you can use keywords to find books in the Online Catalog and will point out some considerations that you should be aware of as you use the keyword access point. When searching by keyword, you will be asked to specify whether you want to search your keyword in titles, authors' names, or subjects.

Selecting Keywords - Word Frequency and Significance

When you search by keyword it is important to narrow your choices so your search results will be as precise as possible. In order to get a precise result, a distinctive (uncommon or significant) word should be used. It is best, therefore, to avoid words that you know will result in hundreds of titles.

To choose the right word to search, you must make an educated guess. Part of this guesswork is based upon your knowledge of the English language. For example, if you wanted a title with the phrase "chemical nomenclature," you know that there are probably fewer titles that contain the word "nomenclature" than contain the word "chemical." The better choice is the word that results in fewer titles.

A second part of the guesswork is based upon your knowledge of the online catalog that you are using. For example, you know that we own far more books about Texas than about Manitoba. Thus, a subject or title keyword search for the word "Manitoba" would be an effective way to identify books in the Library about Manitoba, whereas a subject or title keyword search for "Texas" would result in such a long list of headings that it would be less useful.

You must apply what you know or think you know about what is likely to be in the catalog when choosing a keyword to search.

KEYWORD (KEY) searching, then, makes every word of the title, author, or subject heading a potential access point. You may search for any title, author, or subject that includes the word you choose.

Title Keyword Searching

A title search in the Online Catalog on the word "comparable" finds only those titles that begin with that word:

Comparable worth: a symposium on....
Comparable worth issue
Comparable worth: issues and alternatives

A title **keyword** search finds those same books, along with other titles that contain the word "comparable" regardless of the position of the word:

Equal pay for work of comparable worth...
Formation of nerve connections; a consideration of neural specificity modulation and comparable phenomena

Sometimes when you use a title keyword you will retrieve a number of useful titles, but also a number of titles that are probably not of interest to you. For example, if you search the word "flight" as a title keyword, you will retrieve the following titles (among many others):

Aerodynamics of supersonic flight
Amelia Earhart; first lady of flight
Bird flight
Confinement and flight: an essay on English literature of the eighteenth century
A family flight over Egypt and Syria
Flight of the bumblebee, arranged for 2 violins and piano
Flight: a play in eight dreams and four acts
History of Mary Stewart, from the murder of Riccio until her flight into England
Physics of meteor flight in the atmosphere
The utopian flight from unhappiness: Freud against Marx on social progress

As you can see, these titles cover a very broad range of subjects, but all of them do contain the word "flight." You would continue your search by selecting the title(s) that applied to your search interest.

The TITLE keyword search access point can also be useful when the appropriate subject heading cannot be found. For example, if you are interested in a subject of current interest, such as "telemarketing," there is a possibility that an appropriate subject heading has not yet been adopted. In that case, it would be useless to search "telemarketing" as a subject heading, but if there are titles containing the word "telemarketing," a TITLE KEYWORD search will retrieve them. Another similar example would be the use of the word "nautilus" as a TITLE KEYWORD to find books about the use of Nautilus exercise machines.

Author Keyword Searching

As you learned earlier, the author access point can be used to search for books written by a person, an association, a company, an institution, a government body, or a conference name. When searching a person's name you must begin with the last name first. Other types of author searches require that you know the first word of the name of the association, company, etc. KEYWORD AUTHOR searching makes it easy to search without knowing the full name.

EXAMPLES

You want books by Zbigniew Brzezinski, but several attempts at spelling "Brzezinski" with an AUTHOR search have failed. You decide to try your luck at the first name and search for "Zbigniew" as an AUTHOR KEYWORD. Several names are retrieved with the KEYWORD search, including Zbigniew Brzezinski.

You want to find books published by professional organizations in the field of marketing. You could try to identify marketing association names, but you decide instead to try the AUTHOR KEYWORD "marketing." If you search "marketing" as an AUTHOR KEYWORD, you will retrieve the following authors:

Academy of Marketing Science
American Marketing Association
American Petroleum Institute. Marketing Department.
Beverage Marketing Corporation

Subject Keyword Searching

As stated earlier, to find books using the SUBJECT search you need to know the subject heading as given in the Library of Congress Subject Headings Books (LCSH). A keyword search allows you to find subject headings that include a given word, regardless of whether it is the first word of the subject heading or not.

EXAMPLES

The subject heading for the topic "organic chemistry" is CHEMISTRY, ORGANIC. If you begin a subject search with the word "organic," you will not retrieve this subject heading, because it begins with the word "chemistry." However, if you search "organic" as a subject keyword, you will retrieve the following headings:

CHEMISTRY, ORGANIC
ORGANIC ARCHITECTURE
ORGANIC FARMING
SILICON ORGANIC COMPOUNDS

If you are interested in books on the subject "chemotherapy," you would learn from LCSH that the correct subject heading is CHEMOTHERAPY, but that books about the application of chemotherapy to particular diseases are found under headings for the diseases followed by the subdivision --Chemotherapy:

CANCER--CHEMOTHERAPY
HEART--DISEASES--CHEMOTHERAPY

If you search CHEMOTHERAPY as a subject heading you will not be shown records which have been assigned such subject headings as CANCER--CHEMOTHERAPY. However, you may search "chemotherapy" as a subject keyword and retrieve all records with subject headings that contain that word (The subject heading CHEMOTHERAPY, as well as the subject heading (CANCER--CHEMOTHERAPY, etc.).

When you use the title or subject keyword approach, you are not assured of finding every book on that topic. This is because not every book on telemarketing, for example, will necessarily have that word in the title. **To ensure that you locate all relevant titles you need to look at the subjects listed on the Full Record and use those subjects to locate additional records.** Using the subject access point ensures that you find all the books on that topic in the Library.

USING THE CATALOG

The preceding sections discussed generally the standard bibliographic description of books and the access points available for searching. This section provides more information on how to use the Online Catalog and presents more searching tips. Using these tips should help you increase the efficiency of your search.

The Online Catalog

Remember that the Online Catalog contains records for materials in all the UH Libraries--the M.D. Anderson Library, the Law Library, and the Architecture and Art, Music, Optometry, and Pharmacy branch libraries. In addition, the Online Catalog has records for the other libraries in the University of Houston System--libraries at the Clear Lake, Downtown, and Victoria campuses.

The Online Catalog helps you search with simple, step-by-step instructions displayed on the screen. The keyboard is labeled and includes special white function keys (labeled F1, F2, F3, etc.) to make your search easier and faster. These function keys include:

HELP (F1) and ADVANCED HELP (F2):	Press these keys for assistance at any step in your search.
PREVIOUS SCREEN (F4):	If you are in the middle of a search, use this key to return to any screen previously displayed during your search.
START OVER (F3):	Use to begin a new search. You can also type "CAT" and press SEND to begin a new search.
SEND:	Press this red key, located at the lower right of the keyboard, after you have typed in your search strategy (title, author's name, etc.), to tell the computer to process your "command."

To begin a search, first get to the "menu" screen on the terminal. Read the instructions on the screen; they will tell you what to do to begin a new search. The instructions will direct you either to press the SEND key, press the START OVER key, or type in the three letters "CAT," depending upon where the previous user left his search. Every time you begin a new search, the "menu" screen is automatically displayed again.

Next, decide which type of search you want to do and type in the code (SUB for a subject search, for example) or the number corresponding to the search type (4 for a subject search). Then press the SEND key. The screen will then display further instructions on how to proceed with the type of search you have chosen.

Watch the screen for instructions on how to choose the search that's right for you. For further assistance, press the HELP key in the upper left-hand corner of the keyboard.

Searching Hints: The Online Catalog

1. In the Online Catalog, search numbers and abbreviations as they actually appear in titles, subjects, etc. Also, if a word can be spelled more than one way, you may need to **search using every spelling.**

   EXAMPLE: Search both ways listed in the columns below:

10	ten
on line	online
Dr.	doctor
color	colour
MacGregor	McGregor

2. For **official subject access points** used by the Library, consult the Library of Congress Subject Headings (LCSH).

3. **TRUNCATION**

   Truncation allows you to retrieve several forms of a word. You may also truncate, or shorten, phrases in some access points in the Online Catalog.

A. Author, Subject, or Title Truncation

When you use the TITLE (TIL), AUTHOR (AUT), OR SUBJECT (SUB) searches in the Online Catalog, you may type the entire search term (title, author's name, or LC subject heading), however, this is not necessary to find books that might interest you. If you choose, you may truncate (shorten) the search key by typing only part of the search term(s), beginning with the first letters or word. The Online Catalog will retrieve and display the records that match exactly the letters or words that you type and will also display entries that are alphabetically close to them.

EXAMPLE: title search AUTOMO
will retrieve titles beginning AUTOMOBILE, AUTOMOBILES, AUTOMOTIVE, etc.

title search TAX
will retrieve titles beginning TAX, TAXIS, TAXATION, etc.

Such truncation is useful when you are sure of only the first part of a title, author's name, or subject heading. Truncation is most useful if you want to retrieve many variations of the same word. When you truncate, you may retrieve items that are not relevant, as the second example above shows.

B. KEYWORD SEARCHING TRUNCATION

When you are using the title keyword (TILK), author keyword (AUTK), or subject keyword (SUBK) searches, truncation works somewhat differently. In order to use truncation effectively in keyword searching, you must type a number symbol (#) at the end of the keyword stem in order to truncate the word in the keyword index.

EXAMPLE: title keyword AUTOMO#
will retrieve records with titles containing such words as AUTOMOBILE, AUTOMOBILES, AUTOMOTIVE, etc., anywhere in the titles.

title keyword CHILD#
will retrieve records with titles containing such words as CHILDREN, CHILD'S, CHILDHOOD, CHILDLIKE, etc., anywhere in the titles.

4. If you have located a Brief Record for a book and want to see the **complete bibliographic information** about the book, you can retrieve the Full Record by typing FUL and pressing the red SEND key. The Full Record does not contain information such as the call number, location codes, etc. For locational information, remember to use the Brief Record.

5. When searching by title, **leading articles (a, an, the) are ignored.** Begin your title search with the first word <u>after</u> the article.

   EXAMPLE: Instead of typing THE TURN OF THE SCREW, type only TURN OF THE SCREW.

6. Once you have identified the call number for the book you want on the Brief Record, **use the printed materials available near the terminals.** They will explain the location codes and tell you where you need to go to find your book.

Searching Hints: The Card Catalog

The Library's Card Catalog is a card file listing materials available in the M.D. Anderson Library, the Law Library, and the Architecture and Art, Music, Pharmacy, and Optometry branch libraries. The Card Catalog is divided into two sections--the Author/Title Catalog and the Subject Catalog.

In the Author/Title Catalog author's names and titles of books are interfiled alphabetically. The Subject Catalog provides access through an alphabetical arrangement of subject headings. At least three cards will be filed for most books cited in the Card Catalog: one for author, one for title, and at least one for subject.

1. In the Author/Title Card Catalog an author may be listed under a name other than the one you might expect. By looking under the author's name you may be referred by a cross-reference to the correct heading used.

   EXAMPLE: Da Vinci, Leonardo, 1452-1519
   search under
   Leonardo, da Vinci, 1452-1519

2. An author may be listed under two or more names. By looking under the author's name you will be referred by a cross-reference to any other headings used. Here are some examples:

   EXAMPLE: Twain, Mark
   search also under
   Clemens, Samuel Langhorne, 1835-1910

ACCESS POINTS

23. You want to find out if the Library has the book Corporations by John P. Davis published in 1905. Which of the following Online Catalog access points would be most appropriate?

    A. Number
    B. Subject
    C. Keyword
    D. Author/Title

24. Go to the Online Catalog and search for the above title. Does the main library at University of Houston own a copy of the book?

    A. Yes
    B. No

25. Search in the Online Catalog for the subject heading "Tivi (African people) ." Which of the following books do you find under that heading?

    A. Life in an African village
    B. Tribes of the Serengeti
    C. Akiga's story
    D. Basket making and other African crafts

26. Marvin Bell wrote a book published in 1980. The call number is:

    A. PS3554.H62A4
    B. TR654.H44
    C. LC4011.A9Y42
    D. HV699.X46 1980

27. The book International folk dance at a glance, with the call number GV1743.G5 1974, was written by:

    A. Anna Fortune
    B. Vernon R. Mayfield
    C. Edward Mays Roberts
    D. Cecile Gilbert

28. The publisher of the book in question #27 is:

    A. Academy of Native Arts
    B. Burgess Pub. Co.
    C. Bowling and Dowd
    D. Methuen

29. The American Artists Group, New York wrote a book with the call number N6512.U5. The title is:

A. Gist of art
B. As soldiers see it
C. How I make woodcuts
D. Exhibitions of aluminum sculpture in New York

30. Use the TITLE KEYWORD access point in the Online Catalog to locate books with the word "intrapreneuring" in the title. Retrieve the record for the book titled Intrapreneuring: Why You Don't Have to Leave the Corporation to Become an Entrepreneur published in 1985. What is the subject heading you can use to locate other books on intrapreneuring?

A. Corporations - Employee Development
B. Corporations - United States
C. Entrepeneur
D. Management - Staff Development
E. Corporate Management

31. You have been assigned a paper for a class on an aspect of the subject "transit systems." You are interested in writing about the narrower topic "San Francisco transit system known as BART." What might be an appropriate title keyword to search under in the Online Catalog?

A. System
B. Transit
C. Francisco
D. BART

LIBRARY OF CONGRESS SUBJECT HEADINGS

Use the Library of Congress Subject Headings books located by the Library Catalog to answer questions 32 - 34.

32. Look up the term "rock and roll music." Which of the following is a correct subject heading for this topic?

    A. Rock and roll groups
    B. Rock-n-roll music
    C. Rock music
    D. Music, Rock and roll

33. Look up the subject heading "Noise control." Which of the following is listed as an official "NARROWER TERM?"

    A. Airport noise
    B. Soundproofing
    C. Noise prevention
    D. Ear plugs

34. Look up the term "Tractors--Appraisal." What correct subject heading are you instructed to "USE?"

    A. Appraisal--Tractors
    B. Tractors--Estimation
    C. Tractors--Valuation
    D. Tractor appraisal

Use the information presented in the preceeding section to answer the following questions.

35. "Aircraft industry" is a correct subject heading. What would be the full subject heading for a book about the aircraft industry in Atlanta, Georgia?

    A. Atlanta, Georgia--Aircraft industry
    B. Georgia--Atlanta--Aircraft industry
    C. Aircraft industry--Atlanta, Georgia
    D. Aircraft industry--Georgia--Atlanta

36. Under what heading would you look in the Online Catalog to find a periodical for the subject "medical education?"

A. Journals--Medical education
B. Periodicals--Medical education
C. Medical education--Journals
D. Medical education--Periodicals

37. Search in the Online Catalog for the subject heading "Collisions (Physics)--Bibliography." Which of the following books do you find under that heading?

A. Collision spectroscopy
B. Gibson, Walter M. Ion-solid interactions
C. McDaniel, Earl Wadsworth, 1926-. Collision phenomena in ionized gases
D. Monkabody, Samir. Collision at sea

38. Assume you know the book with the title Picturesque California Homes by the author Samuel Newsom and want to find other books on the same topic. Find the bibliographic record for this book in the Library Catalog and look at the subject headings listed. What is the first subject heading?

A. Homes--California
B. California--Homes
C. Architecture, Domestic--California
D. Interior design--California

39. Now search this subject heading in the Online Catalog. Which one of the following books do you find under that subject heading?

A. Conover, Jewel Helen. Nineteenth century houses in western New York.
B. Weisskamp, Herbert. Beautiful homes and gardens in California.
C. Record houses of 1976.
D. Samson, Newton. Homes in picturesque California.

Locating Books

Objectives

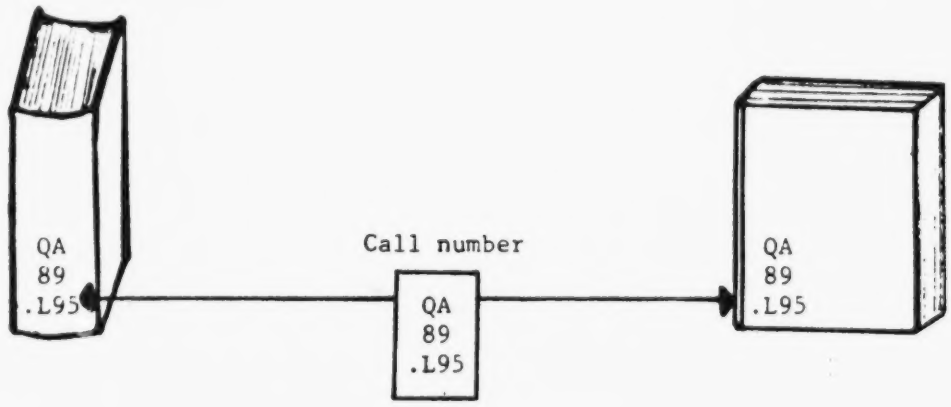
1). Given a series of call numbers, you will identify the correct call number sequence.

2). Given the call number of a book, you will identify the book's location in the campus libraries.

3). Given a sample display record from the Online Catalog, you will be able to identify the correct location of the material.

Book Call Numbers and Library of Congress (L.C.) Classification System

Each book is assigned a call number that indicates where it will be shelved and, at the same time, uniquely distinguishes it from other books in the Library. Besides being listed on the catalog record, the call number is also placed on the book itself, on or near the spine, so you can go to the shelves and find the book.



How Books are Arranged on the Shelves

Once you have identified a particular book in the Library Catalog, you will undoubtedly want to locate it in the book stacks and possibly check it out of the Library. To help you find materials quickly and systematically, books are shelved on the various floors of the Library according to the Library of Congress Classification System.

Books are arranged on the shelves according to their call numbers. For example, the Q section (general science) is shelved before the R section (medicine). Then, within a section, they are arranged as follows: Q,QA,QB,QC,QD,.....etc. and R,RA,RB,RC,RD,.....etc.

How to read a call number

In reading a call number, begin with the first line and work your way alphabetically and numerically across from left to right, one line at a time. You may see call numbers written any of the following three ways:

QA 267 .E26 1984	or	RE48.T53	or	BF39/A66
(Card Catalog)		(Online Catalog)		(Serials List)

The step-by-step process in reading our example call number is summarized below:

1. QA - Single letters are filed before double letters in alphabetical order. That means call numbers beginning with QA come after those beginning with Q and come before those beginning with QB.

2. QA267 - The first number part of the call number is always a whole number, which may be followed by a decimal. That means that a book with the call number QA267 would come after call numbers beginning QA265 and before those beginning QA300.

3. QA267.E - Once you find the QA267's, call numbers are once again filed alphabetically. In this case, look for the letter "E". It would come after call numbers beginning with QA267.D and before those beginning with QA267.F.

4. QA267.E26 - Now comes the tricky part. The number following the "E" is a decimal number not a whole number. Therefore, the number following "E" is .26, not 26, and is filed accordingly. For example, QA267.E26 would be filed before QA267.E32 and after QA267.E15. Even though a decimal point may not be present at this location of every call number, it is still a decimal number--i.e., E26 or .E26 are both decimal numbers.

5. QA267.E26 1984 - The last part of the call number may contain the book's publication date. All dates are filed numerically, e.g., 1980, 1981, 1982,.....etc. Not all call numbers include the publication date. Those call numbers that don't include the publication date are filed before those that do include them. For example, the call number QA302.S82 would come before QA 302.S82 1982.

Finding Books in the Library Stacks

Once you obtain a call number, your next step is to consult the Call Number Locations Chart, which will direct you to the floor and wing where your book will be located. Copies of this chart have been posted throughout the Library and are available at the Reference/Information Desk. The directional portion of the Call Number Locations Chart has been reproduced below:

CALL NUMBER LOCATIONS

1st Letter of Call No.	Floor & Wing	1st Letter of Call No.	Floor & Wing
A	5 BLUE	M	3 BLUE
B	5 BLUE	N**	3 BLUE
C	5 BROWN	P	3 BROWN
D	5 BROWN	Q-QC	2 RED
E	4 BLUE	QD-QM	2 BLUE
F	4 BLUE	QN-QR	2 BROWN
G	4 BLUE	R	2 BROWN
H*	4 BROWN	S	2 BROWN
J	3 BLUE	T	2 BROWN
K	6 BLUE	U	6 BLUE
L	3 BLUE	V	6 BLUE
		Z	6 BLUE

*HQ's on 6 BLUE
**Most N's at Architecture & Art Library

The first letter of the call number tells where to go to find the book. For example, a call number beginning with the letters "LB" will be located on the 3rd Floor Blue Wing, while one beginning with "T" will be located on the 2nd Floor Brown Wing.

Where to Find Books with Special Locations

Whenever a book is housed in a special location such as a branch library, in the Reference Room, in the Current Journals, Microforms and Media Room, etc., that location will be indicated by a special location designation symbol. This designation symbol will be printed above the call number label on the book and also on the catalog records.

As you can see in the example below, the location designation of the catalog card record will be printed in the upper left-hand corner ABOVE the call number of the book.

EXAMPLE: A book with the following call number would be located at the Pharmacy Branch Library.

The location designation on the Online Catalog record is found in the Brief Record display, below the heading LOCATION.

EXAMPLE: A book with the location code PHSTAK would be located at the Pharmacy Branch Library.

All location codes, for both the Card Catalog and the Online Catalog are listed on LOCATIONS CODES charts posted by CALL NUMBER LOCATIONS charts throughout the Library. These charts include the location codes for other UH campus libraries which are used in the Online Catalog. The LOCATIONS CODES chart has been reproduced on the following page.

LOCATION CODES

CODE	LOCATION
ANCJRN	Current Journals Room, 1 Blue
ANDERS	M.D. Anderson Library, University of Houston
ANDOCR	Documents Reference Room, 1 Red
ANHILL	Hill Room, 5 Brown
ANILL	Interlibrary Loan, Current Journals Room, 1 Blue
ANINDX	Index Area, 1 Red
ANINFO	Reference/Information Desk, 1 Red
ANJUV	Juvenile Book Collection, 3 Blue
ANMAP	Map Collection, 2 Brown
ANMICR	Current Journals Room, 1 Blue
ANMDIA	Current Journals Room, 1 Blue
ANNEWS	Newspaper Collection, 1 Blue
ANREF	Reference Collection, 1 Red
ANRSRV	Permanent Reserve, Circulation Desk, 1 Red
ANSPEC	
ANSPOV	Special Collections, 8 Blue
ANSPRF	
ANSTAK	Bookshelves, see CALL NUMBER LOCATIONS Chart
ANTECR	Technical Reports, 2 Red
ANTEXT	Textbook Collection, 3 Blue
ANTHES	UH Thesis Collection, 6 Blue
ANTXDC	Texas State Documents, 2 Red
ANUSDC	U.S. Documents, 2 Blue
ARCH or ARC	Architecture & Art Library
AVS	Audiovisual Services, Basement Blue
CLAKE	University of Houston-Clear Lake
Class Sep	Each issue of this serial has a different call number. Look up the title in the Library Catalogs.
Doc col or USD or DOC	U.S. Documents, 2 Blue
Doc Ref	1 Red
DTOWN	University of Houston-Downtown
Evans or EVA	Reference, 1 Red
Gen Ref	Reference, 1 Red
Hill Room	5 Brown
Hum Ref	Reference, 1 Red
JUV	Juvenile Book Collection, 3 Blue
LAW	Law Library
Map	Map Collection, 2 Brown
Micro Room	
Microfiche or Microcard	Current Journals Room, 1 Blue
Microfilm	
MUSIC or MUS	Music Library
Newspaper	Current Journals Room, 1 Blue
Opt or OPTOM	Optometry Library
Perm Res	Permanent Reserve, Circulation Desk, 1 Red
PHARM or PHA	Pharmacy Library
Ref	Reference, 1 Red
Spec Col, SPC, or Spec Coll	Special Collections, 8 Blue
Textbook	Textbook Collection, 3 Blue
Tx Doc or TXD	Texas State Documents, 2 Red
VTORIA	University of Houston-Victoria

LOCATING BOOKS

Questions 40-44 require that you put the sample call numbers listed in A-E in correct sequential order as they would be found on the bookshelves.

40. 1st?

41. 2nd?

42. 3rd?

43. 4th?

44. 5th?

A. DT24.3.R44
B. AS32.L55 1982
C. AS32.L55 1981
D. TA98.L87 1948
E. PN2345.K67

Determine the correct location for the following call numbers.

45. ANREF AS24.T67

A. Optometry Library
B. 2 Blue
C. Reference Room, 1 Red
D. 5 Blue
E. 3 Brown

46. PN234.L56

A. Law Library
B. 2 Blue
C. Map Collection, 2 Brown
D. Special Collections, 8 Blue
E. 3 Brown

3/Reference Books

Reference books are books that you can consult to find background information or factual data on almost any subject. This unit discusses four important types of reference books: encyclopedias, dictionaries, almanacs, and statistical sources.

Encyclopedias

You should begin your library research by reading a general or introductory account of your research topic, or an account of a broader subject which includes your topic. Encyclopedias are often the best source for this preliminary reading.

Dictionaries

During your Library research you will probably encounter terms that may be unfamiliar to you. Dictionaries can help you clarify your topic by defining any unfamiliar terminology.

Almanacs and Statistical Sources

When writing a research paper, it is very useful to include specific facts or statistics that can help substantiate the points you are presenting within the paper. Almanacs and statistical sources provide those facts and statistics.

Each of these types of reference books is explained in more detail on the following pages.

Encyclopedias

Objectives

1). Given a topic, you will use a general encyclopedia to locate an article on that topic;

2). Given a topic, you will use the Online Catalog to locate a subject encyclopedia on that topic.

Finding a general or introductory account of your topic is often the first step in successful library research. This type of preliminary reading will often provide you with background information on your topic by describing the events, people, issues, places, and terminology necessary for an understanding of the subject. And, a general understanding of the scope of the subject will often help you clarify your topic. Depending upon the amount of information available, it may be necessary to narrow or broaden your research.

Encyclopedias are often the best source for this kind of preliminary research. Encylopedia articles provide the general background information necessary to obtain a basic understanding of a topic, including important terms and concepts related to it. Often an encyclopedia article will include a bibliography, or listing of additional sources, you might consult to learn more about your topic.

Two kinds of encyclopedias will be discussed in this unit--general encyclopedias and subject encyclopedias. Learning the difference between the two as well as when to use them in the research process will help you conduct your research successfully --and save you valuable time in the Library!

General Encyclopedias

A general encyclopedia attempts to include articles that cover all fields of knowledge. The articles in a general encyclopedia are arranged alphabetically by subject. All the information on a topic may not be included in one article, so it is best to check the encyclopedia's index under your topic. The index is usually found in the last volume of the set, or, in the case of a one-volume encyclopedia, at the back of the volume.

Major general encyclopedias in this Library are:

Academic American Encyclopedia. ANREF AE5.A23

Articles included here are short, but detailed and scholarly. Since it is the newest encyclopedia to appear on the market, its coverage of current events, personalities, and topics is excellent. Color illustrations, diagrams, photographs, and bibliographies often accompany the articles.

Encyclopedia Americana. ANREF AE5.E333

Contains signed articles by specialists in each field, some with bibliographies. Information on the United States is emphasized. Considered by many to be one of the best encyclopedias in the world.

Encyclopaedia Britannica. ANREF AE5.E363

The most famous English language encyclopedia. Its coverage is international in scope, but it is particularly strong on the arts and in European economic and political developments. The Britannica is divided into three parts. The principal part is the Macropedia, which contains long, detailed scholarly articles. The Micropedia serves as an index to the set and provides short articles on many subjects. The Propedia is a one-volume systematic outline of knowledge and serves as a guide to the set.

Subject Encyclopedias

Many encyclopedias concentrate on specific subject fields. These specialized subject encyclopedias contain articles that are more detailed than those found in general encyclopedias and, therefore, may be a better place to start your research. Just like general encyclopedias, subject encyclopedias contain articles written by scholars or specialists in the particular field covered. Bibliographies are often included that may lead you to additional sources of information on your topic.

Some of the subject encyclopedias in this Library include:

Encyclopedia of Philosophy. ANREF B41.E5
International Encyclopedia of the Social Sciences. ANREF H41.I5
McGraw-Hill Encyclopedia of Science and Technology. ANREF Q121.M3
New Catholic Encyclopedia. ANREF BX841.N44

Locating Encyclopedias

As with other books, you can locate the call number for encyclopedias in the Library by searching the Library Catalog.

To find out if there is a specialized subject encyclopedia on your topic, search by subject in the Online Catalog under the general topic (PHILOSOPHY, EDUCATION, MATHEMATICS) with the subdivision "--DICTIONARIES" or "--DICTIONARIES AND ENCYCLOPEDIAS." (Don't forget to check in the Library of Congress Subject Headings books to determine the correct subject heading for your topic!)

Here are some sample subject headings for subject encyclopedias:

under

LITERATURE, MODERN--20th CENTURY--DICTIONARIES

you will find

Encyclopedia of World Literature in the 20th Century

under

CHEMISTRY--DICTIONARIES

you will find

The Encyclopedia of Chemistry

under

UNDERDEVELOPED AREAS--DICTIONARIES

you will find

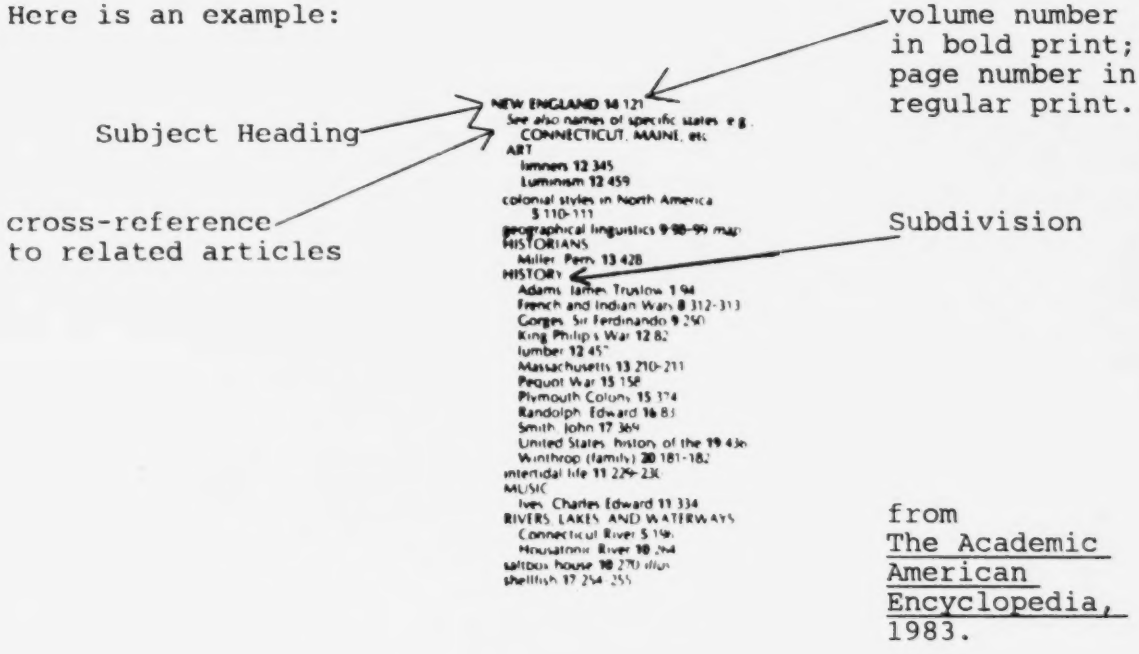
The Encyclopedia of the Third World

Hints on Using Encyclopedias

1). Always use the index of the encyclopedia (usually located in the back of a one-volume encyclopedia or in the last volume of a set).

Although information in an encyclopedia article is usually arranged in alphabetical order by subject, it is a good idea to start your search with the index. The index will refer you to all the relevant information on your topic no matter what article it is in.

Here is an example:


volume number in bold print; page number in regular print.
Subject Heading
cross-reference to related articles
Subdivision
NEW ENGLAND 14 121
See also names of specific states, e.g., CONNECTICUT, MAINE, etc.
ART
Ipswich 12 345
Luminism 12 459
colonial styles in North America 5 110-111
geographical linguistics 9 98-99 map
HISTORIANS
Miller, Perry 13 428
HISTORY
Adams, James Truslow 1 94
French and Indian Wars 8 312-313
Gorges, Sir Ferdinando 9 250
King Philip's War 12 82
lumber 12 457
Massachusetts 13 210-211
Pequot War 15 158
Plymouth Colony 15 374
Randolph, Edward 16 83
Smith, John 17 369
United States, history of the 19 436
Winthrop (family) 20 181-182
intertidal life 11 229-230
MUSIC
Ives, Charles Edward 11 334
RIVERS, LAKES, AND WATERWAYS
Connecticut River 5 196
Housatonic River 10 294
saltbox house 10 270 illus.
shellfish 17 254, 255

from The Academic American Encyclopedia, 1983.

2). Watch for instructions such as "see also," "see," or "related articles."

You may find these "cross-references" to subject headings related to your topic at the beginning or the end of the encyclopedia article or in the index. These notes will help you by providing additional subject headings to look under for information on your topic.

ENCYCLOPEDIAS

Select the correct answer to the following question using any of the general encyclopedias discussed in this unit.

47. What is the approximate area of the country Angola in square miles?

    A. approximately 92,000
    B. approximately 236,000
    C. approximately 481,000
    D. approximately 1,362,000

48. Which of the following subject headings could you use in the Online Catalog to locate the record for Kirk-Othmer Encyclopedia of Chemical Technology?

    A. Chemistry--Encyclopedias
    B. Chemistry, Technical--Dictionaries
    C. Chemistry--Dictionaries and Encyclopedias
    D. Technical Chemistry--Dictionaries
    E. Chemistry--Dictionaries

Dictionaries

Objectives

1). Given a definition, you will be able to identify the key elements of a dictionary entry;

2). Given a specific word or term, you will be able to locate the appropriate dictionary using the Online Catalog.

A dictionary is a reference book containing an explanatory alphabetical list of words. In addition to the definition of a word, dictionaries also provide information on the spelling, punctuation, usage, and derivation of words.

There are four types of dictionaries--general, subject, specialized, and translating. This unit explains the differences between each of these types and will assist you in selecting the best one for your research.

General Dictionaries

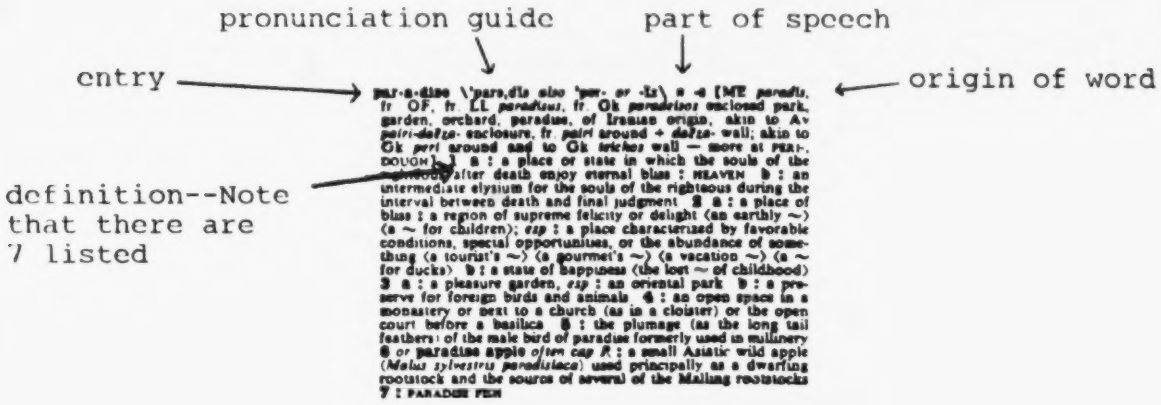
You have probably used a general English language dictionary many times since you learned to read. There are two types of general dictionaries--unabridged and abridged. The most obvious difference between the two is their size.

Unabridged dictionaries attempt to include every word in the language, and they often contain definitions for 250,000 to 600,000 words. The definitions given are usually quite extensive and often include statements about the origin and history of each word. Because of their extensive coverage of the language, unabridged dictionaries are usually quite large.

Some unabridged dictionaries in the Library include:

The Oxford English Dictionary. ANREF PE1625.N53
Random House Dictionary of the English Language.
ANREF PE1625.R3 1969x
Webster's Third New International Dictionary of the English Language. ANREF PE1625.W36 1981

Here is a sample entry from an unabridged dictionary:

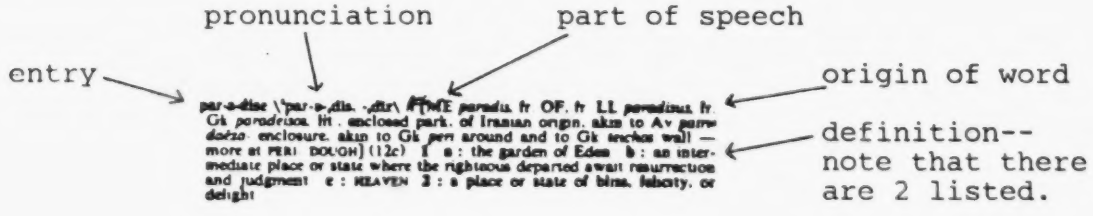


par·a·dise \'par,dīs also 'par- or -īz\ n -s [ME *paradis*, fr OF, fr LL *paradisus*, fr Gk *paradeisos* enclosed park, garden, orchard, paradise, of Iranian origin, akin to Av *pairi-daēza-* enclosure, fr *pairi* around + *daēza-* wall; akin to Gk *peri* around and to Gk *teichos* wall — more at PERI-, DOUGH] 1 a : a place or state in which the souls of the righteous after death enjoy eternal bliss : HEAVEN b : an intermediate elysium for the souls of the righteous during the interval between death and final judgment 2 a : a place of bliss : a region of supreme felicity or delight (an earthly ~) (a ~ for children); *esp* : a place characterized by favorable conditions, special opportunities, or the abundance of something (a tourist's ~) (a gourmet's ~) (a vacation ~) (a ~ for ducks) b : a state of happiness (the lost ~ of childhood) 3 a : a pleasure garden, *esp* : an oriental park b : a preserve for foreign birds and animals 4 : an open space in a monastery or next to a church (as in a cloister) or the open court before a basilica 5 : the plumage (as the long tail feathers) of the male bird of paradise formerly used in millinery 6 *or* **paradise apple** *often cap* : a small Asiatic wild apple (*Malus sylvestris paradisiaca*) used principally as a dwarfing rootstock and the source of several of the Malling rootstocks 7 : PARADISE FISH

By permission. From Webster's Third New International Dictionary, copyright 1981 by Merriam-Webster Inc., publisher of the Merriam-Webster Dictionaries.

Abridged dictionaries primarily contain commonly used words, with a few less-frequently used words included. The definitions and other information provided is not as extensive as those found in an unabridged dictionary. Because their coverage is limited, abridged dictionaries are smaller and easier to use.

Compare this sample entry from an abridged dictionary with the unabridged version above:



par·a·dise \'par-ə-,dīs, -,dīz\ *n* [ME *paradis*, fr OF, fr LL *paradisus*, fr Gk *paradeisos*, lit., enclosed park, of Iranian origin; akin to Av *pairi-daēza-* enclosure; akin to Gk *peri* around and to Gk *teichos* wall — more at PERI-, DOUGH] (12c) 1 a : the garden of Eden b : an intermediate place or state where the righteous departed await resurrection and judgment c : HEAVEN 2 : a place or state of bliss, felicity, or delight

By permission. From Webster's Ninth New Collegiate Dictionary, copyright 1984 by Merriam-Webster Inc., publisher of the Merriam-Webster Dictionaries.

Abridged dictionaries in the Library include:

American Heritage Dictionary of the English Language.
ANREF PE1625.A54
Webster's New Collegiate Dictionary.
ANREF PE1625.W4M4 1973

Subject Dictionaries

Subject dictionaries limit their coverage to the terminology of a particular subject area such as political science, education, music, or psychology. Subject dictionaries generally provide detailed definitions of terms as they are used by the specialists in that field. For example, if you are writing a paper on the "Domino Theory," you might find a definition in a general English language dictionary, but you would probably find the most complete and useful definition for your research by consulting The American Political Dictionary.

Subject dictionaries in the Library include:

Scribner Desk Dictionary of American History.
ANREF E174.S36 1984
Dictionary of Psychology. ANREF BF31.C45 1975
Mathematics Dictionary. ANREF QA5.J32 1976

Specialized Dictionaries

Specialized dictionaries concentrate on providing information on a particular aspect of the language rather than on a general description or definition. These dictionaries focus on such language specialties as usage, antonyms, abbreviations, and quotations.

Specialized dictionaries in the Library include:

Dictionary of American Slang. ANREF PE2846.W4 1975
Dictionary of Quotations. ANREF PN6081.E9
Random House Thesaurus. ANREF PE1591.R28 1984

Translating Dictionaries

Translating dictionaries are bilingual and provide the English meaning of a word in another language,or the meaning in another language of an English word. In addition to translations of a word, translating dictionaries often provide brief information about spelling and punctuation.

Translating dictionaries in the Library include:

New Cassell's French Dictionary: French-English, English-French.
ANREF PC2640.C3 1967
Kenkyusha's New Japanese-English Dictionary. ANREF PL679.K4 1974

Locating Dictionaries

As with other books, you can locate dictionaries in the Library Catalog. If you do not know the title or editor of a dictionary, you can find dictionaries in the Online Catalog by searching under the name of the language or the subject for a subject heading such as these:

ENGLISH LANGUAGE--DICTIONARIES
FRENCH LANGUAGE--DICTIONARIES--ENGLISH
CHEMISTRY--DICTIONARIES
ENGLISH LANGUAGE IN THE UNITED STATES--SLANG--DICTIONARIES

Don't forget to search your subject term in the Library of Congress Subject Headings books to be sure that you are searching under the correct subject heading.

DICTIONARIES

Look up the word "paduasoy" in the Random House Dictionary of the English Language (ANREF PE1625.R3 1983). Read the definition given and answer the following questions.

49. What is the first definition listed?

    A. Renaissance prince
    B. pertaining to an East Indian wagon
    C. a smooth, strong, rich silk fabric
    D. originating in the city of Padua

50. What is the origin of the word?

    A. The Italian city name Padua
    B. French "pou de soie"
    C. Hindi "padvasoi"
    D. Italian Padova

51. Which part of speech is it?

    A. adjective
    B. noun
    C. verb
    D. adverb

52. Search by subject in the Online Catalog for dictionaries with English meanings for words in the Albanian language. What is the title of the dictionary with the call number PG9591.D7 1957?

    A. Albanian-English and English-Albanian Dictionary
    B. Using the Albanian language in English
    C. Reading and Writing Albanian
    D. English-Albanian Dictionary

53. Now locate this book in the Reference Room. According to it, what is the meaning of the Albanian word "duket?"

    A. cereal
    B. saddle
    C. he appears, he seems
    D. double

54. Search the Online Catalog for dictionaries on the subject "power resources." What is the title of the dictionary with the call number TJ163.2H87?

A. Glossary of Terms in Energy
B. Energy Dictionary
C. Dictionary of Power Resources
D. Words and Phrases Concerning Energy

55. Now locate this book in the Reference Room. According to it, what is the meaning of the word "Löf house?"

A. a residential solar energy home designed by Dr. George O.G. Löf
B. container for cooled steam designed by Dr. George Lof
C. special cage for lowering mine workers
D. a wind collector designed by Dr. George Lof

Almanacs and Statistical Sources

Objectives

1). Given a need for factual information, you will be able to locate data in an almanac.

2). Given a need for statistical information concerning the United States, you will be able to locate specific data by using the Statistical Abstract of the United States.

Almanacs

An almanac is an annually published collection of information issued by a government, publisher, or an association. Almanacs often contain many kinds of information such as statistics, calendars of various dates and events, facts about governments, history, geography, weather, sports, literature, etc.

When writing research papers and reports, you may wish to include brief excerpts of factual or statistical information. Data of this nature can strengthen and substantiate points discussed within the body of your paper. An almanac can provide concise information on a variety of topics, ranging from Academy Award winners to zoos in the United States. Because they are published annually, almanacs are an excellent resource for quick and current information. Often they contain tables of statistical data spanning a wide period of time, such as the annual death rate in the U.S. over the past decade, or perhaps a listing of all National League Pennant winners since 1929, etc.

Most of the almanacs that the Library owns will be listed in the Library Catalog under the subject division "ALMANACS." A small number of highly specialized ones may be listed under the subject with which they deal, such as music, with a subdivision "ALMANACS, YEARBOOKS, ETC."

Example: "MUSIC--ALMANACS, YEARBOOKS, ETC."

General Almanacs

Two of the more common almanacs that the Library owns have been listed below along with their appropriate call numbers. They are located in the Reference Room.

Information Please Almanac. ANREF AY64.I55

Contains extensive statistical and historical information about the United States. Areas of world-wide coverage include sports, motion picture, theatre, and literary awards. A comprehensive index is provided in the back of the volume.

World Almanac & Book of Facts. ANREF AY67.N5W7

Perhaps the most comprehensive and most frequently consulted of American almanacs. Contains statistics on social, industrial, political, religious, and educational topics, as well as information about organizations, societies, historical events, and people. A "quick reference" guide to popular categories is provided in the back of the volume; a comprehensive index is located in the front.

Regional Almanacs

Some almanacs are narrower in their coverage and present information about specific geographical areas, such as a particular state, country, or region. Two of the more common ones that the Library owns have been listed below, along with their call numbers. They will be located in the Reference Room.

Texas Almanac. ANREF AY311.G3

Contains extensive statistical and historical information about Texas. Areas of coverge include weather, water resources, recreation, business & industry, politics & elections, and employment. It also presents statistical information on counties, cities, and towns. An index is provided in the back of the volume.

Whitaker's Almanack. ANREF AY414.C2 1983

Particularly strong in statistics of the British Commonwealth. Includes information on astronomy, government, finances, population, and commerce. It also contains general statistics on the various nations of the world. An index is provided at the front of the volume.

Each almanac is arranged differently and often in no apparent order, so it is necessary to use the index located in either the front or the back of the book to locate information on your topic. Coverage of almanacs may vary, so you may often need to consult several in order to locate a particular piece of information.

Specialized Statistical Sources

While almanacs contain some statistical information, there are specialized sources that limit themselves only to statistical data. The most commonly used of these sources is the Statistical Abstract of the United States (Index table 18), published by the United States Department of Commerce. Since 1878, it has served as a standard summary of statistics on the social, political, and economic organization of the United States.

The volume contains the most recent statistics that have been collected by all governmental bodies in areas such as: general population, education, law enforcement, labor, prices, elections, mining, manufacturing, etc. There are two ways to search the Statistical Abstract of the U.S. in order to obtain your data.

1). Consult the table of contents at the front of the book under your broad subject area.

Contents

[Numbers following subjects are page numbers]

Page # Reference

	Page
Fig. I. Map of the U.S., showing census divisions and regions	Inside front cover
Weights and measures	xiv
Guide to tabular presentation	xv
Selected State rankings	xvii
Telephone contacts	xxvii
Sec. 1. **POPULATION**	1
Fig. 1.1. Components of population change	6
Fig. 1.2. State population—percent change	7

Population and area	8	Metropolitan areas, cities	26
Outlying areas	9	Characteristics, by racial group and Spanish origin	35
Center of population; components of change	10	Nativity, foreign-born population	36
Immigrants	11	Marital status	38
Projections	15	Households and families	43
Race, sex, age	17	Institutional population	50
States	22	Religious bodies; church activity	51

2). Consult the subject index at the back of the book under the same broad area or a more specific area as shown below. This index will refer you to the specific statistical table that contains information on your topic.

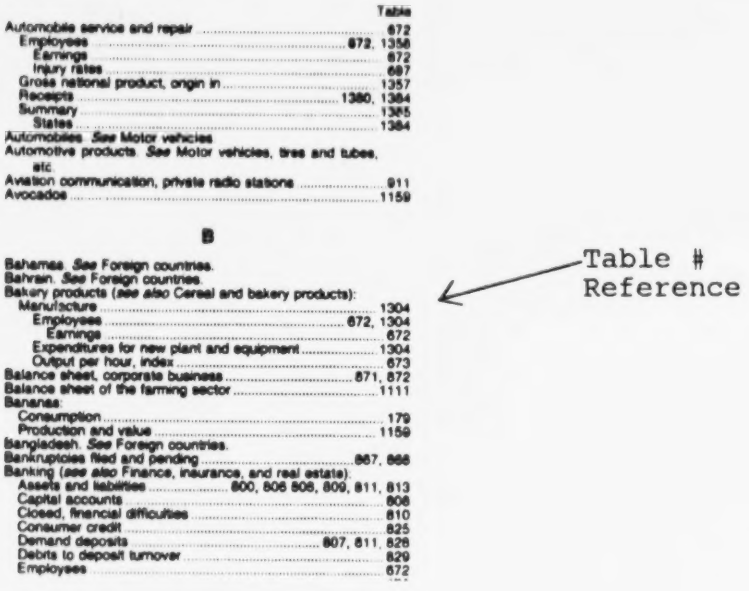


Table
Automobile service and repair 672
Employees 672, 1358
Earnings 672
Injury rates 697
Gross national product, origin in 1357
Receipts 1380, 1384
Summary 1385
States 1384
Automobiles. *See* Motor vehicles.
Automotive products. *See* Motor vehicles, tires and tubes, etc.
Aviation communication, private radio stations 911
Avocados 1159

B

Bahamas. *See* Foreign countries.
Bahrain. *See* Foreign countries.
Bakery products (*see also* Cereal and bakery products):
Manufacture 1304
Employees 672, 1304
Earnings 672
Expenditures for new plant and equipment 1304
Output per hour, index 673
Balance sheet, corporate business 871, 872
Balance sheet of the farming sector 1111
Bananas:
Consumption 179
Production and value 1159
Bangladesh. *See* Foreign countries.
Bankruptcies filed and pending 867, 868
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Capital accounts 808
Closed, financial difficulties 810
Consumer credit 825
Demand deposits 807, 811, 826
Debits to deposit turnover 829
Employees 672

Table #
Reference

The use of statistical data will strengthen the content and credibility of your research paper. Because it often provides current and retrospective data and is more comprehensive in coverage than an almanac, a specialized statistical source may be particularly useful in your research process.

ALMANACS AND STATISTICAL HANDBOOKS

Use the World Almanac & Book of Facts (ANREF AY67.N5W7) to answer the following question:

56. Who was named most valuable player in baseball's American League in 1949?

    A. Vida Blue
    B. Joe Di Maggio
    C. Ted Williams
    D. Yogi Berra
    E. Mickey Mantle

Use the Texas Almanac (ANREF AY311.G3) to answer the following question:

57. How many constitutional amendments were submitted to the voters in Texas in 1973?

    A. 1
    B. 18
    C. 4
    D. 7
    E. 9

Use the Statistical Abstract of the United States (Index Table 18) to answer the following question:

58. How many visits were made to dentists in 1980?

    A. 103,000,000
    B. 279,000,000
    C. 380,000,000
    D. 364,000,000
    E. 500,000,000

4/Indexes

Searching periodical literature is an essential step in the research process. Articles published in periodicals--library terminology for journals, magazines, newspapers, bulletins, or serials--often provide the only source for current or timely information on your topic. While books are authoritative sources for research and contain information necessary for your topic's development, they do not always contain the most current information about a topic. In order to bridge the gap between a book's content and current information on your topic, you will need to consult periodical literature.

As you have learned so far, The Library Catalogs is designed to assist you with locating books on your topic in the Library. The Catalog will **not** help you find articles on your topic in periodical literature. To find articles on your topic, you must use a periodical index. A periodical index serves the same purpose as a subject search in a library catalog--it arranges articles in order by subject.

There are numerous indexes available on a variety of subjects from anthropology to zoology. This unit will introduce you to some important general subject indexes that will help you find articles on your research paper topic quickly.

General Periodical Indexes

General indexes lead you to articles in general interest magazines that are commonly found on newsstands: for example, Time, Newsweek, Business Week, Ebony, Better Homes and Gardens, National Geographic, Sports Illustrated, and Vogue. Since these popular magazines cover a wide variety of topics, the general index can be used to find articles on almost any subject. General indexes are particularly useful for finding articles on current events, sports, fashion, movie reviews, and controversial topics receiving national news attention, such as child abuse, abortion, or nuclear energy.

The Readers' Guide to Periodical Literature, usually referred to as simply the Readers' Guide is the most frequently used general index.

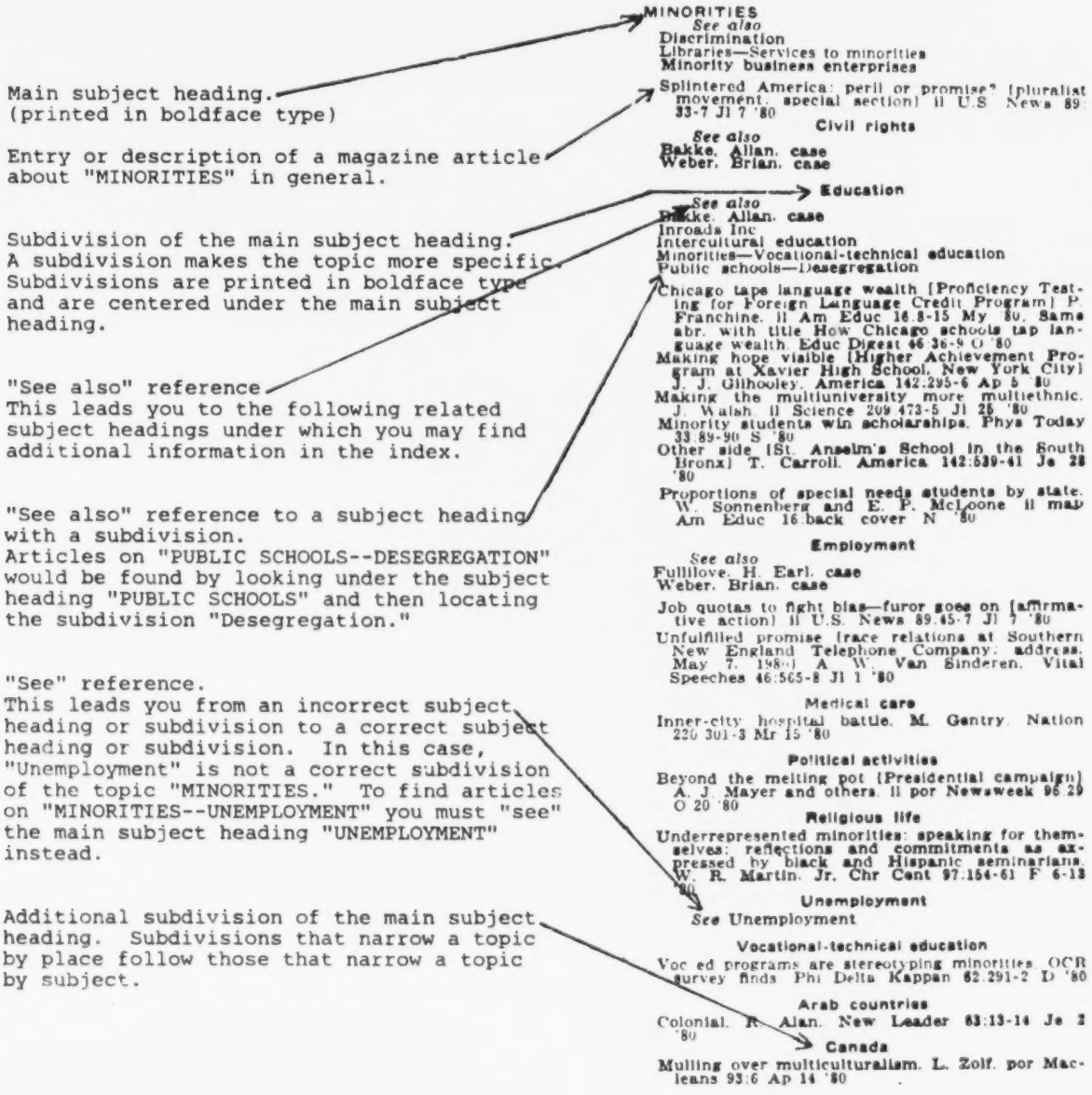
Readers' Guide. (Index Table 1)

The Readers' Guide, like all indexes, is issued periodically; that is, it is published on a regular basis. A bound volume covering a full year is issued annually. Paperback issues published throughout the year serve as updates to the latest bound volume. Therefore, the most current information will be found in the paperback issues.

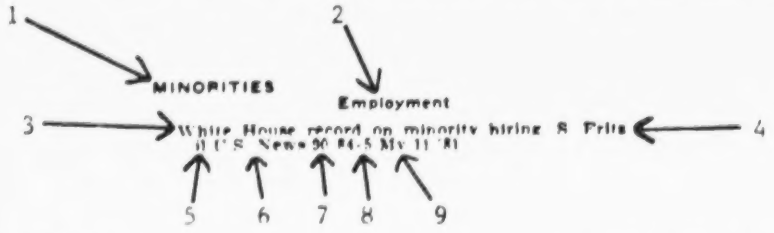
The Library owns the Readers' Guide from the date it was first published, 1900, to the present time. The volumes for 1900 to 1951 are in the Index Backfile area of the Reference Room. The more current volumes, from 1951 to the present, are on Index Table 1.

You can find articles in the Readers' Guide by looking under the topic you have chosen or by looking up an author's name. Author's names (last name first) and subjects are listed together in alphabetical order like a dictionary.

Normally when you use an index you will want to find articles on a specific subject. If you are interested in finding magazine articles on minorities and look up this subject in the Readers' Guide, you will find a section similar to the one shown below.


MINORITIES
See also
Discrimination
Libraries—Services to minorities
Minority business enterprises
Splintered America: peril or promise? [pluralist movement; special section] il U.S. News 89: 33-7 Jl 7 '80
Civil rights
See also
Bakke, Allan, case
Weber, Brian, case
Education
See also
Bakke, Allan, case
Inroads Inc
Intercultural education
Minorities—Vocational-technical education
Public schools—Desegregation
Chicago tape language wealth [Proficiency Testing for Foreign Language Credit Program] P. Franchine. il Am Educ 16:8-15 My '80. Same abr. with title How Chicago schools tap language wealth. Educ Digest 46:36-9 O '80
Making hope visible [Higher Achievement Program at Xavier High School, New York City] J. J. Gilhooley. America 142:295-6 Ap 5 '80
Making the multiuniversity more multiethnic. J. Walsh. il Science 209:473-5 Jl 25 '80
Minority students win scholarships. Phys Today 33:89-90 S '80
Other side [St. Anselm's School in the South Bronx] T. Carroll. America 142:539-41 Je 28 '80
Proportions of special needs students by state. W. Sonnenberg and E. P. McLoone. il map Am Educ 16:back cover N '80
Employment
See also
Fullilove, H. Earl, case
Weber, Brian, case
Job quotas to fight bias—furor goes on [affirmative action] il U.S. News 89:45-7 Jl 7 '80
Unfulfilled promise [race relations at Southern New England Telephone Company; address, May 7, 1980] A. W. Van Sinderen. Vital Speeches 46:565-8 Jl 1 '80
Medical care
Inner-city hospital battle. M. Gantry. Nation 230:301-3 Mr 15 '80
Political activities
Beyond the melting pot [Presidential campaign] A. J. Mayer and others. il por Newsweek 96:29 O 20 '80
Religious life
Underrepresented minorities: speaking for themselves: reflections and commitments as expressed by black and Hispanic seminarians. W. R. Martin, Jr. Chr Cent 97:154-61 F 6-13 '80
Unemployment
See Unemployment
Vocational-technical education
Voc ed programs are stereotyping minorities, OCR survey finds. Phi Delta Kappan 62:291-2 D '80
Arab countries
Colonial. R. Alan. New Leader 63:13-14 Je 2 '80
Canada
Mulling over multiculturalism. L. Zolf. por Macleans 93:6 Ap 14 '80
Main subject heading. (printed in boldface type)
Entry or description of a magazine article about "MINORITIES" in general.
Subdivision of the main subject heading. A subdivision makes the topic more specific. Subdivisions are printed in boldface type and are centered under the main subject heading.
"See also" reference. This leads you to the following related subject headings under which you may find additional information in the index.
"See also" reference to a subject heading with a subdivision. Articles on "PUBLIC SCHOOLS--DESEGREGATION" would be found by looking under the subject heading "PUBLIC SCHOOLS" and then locating the subdivision "Desegregation."
"See" reference. This leads you from an incorrect subject heading or subdivision to a correct subject heading or subdivision. In this case, "Unemployment" is not a correct subdivision of the topic "MINORITIES." To find articles on "MINORITIES--UNEMPLOYMENT" you must "see" the main subject heading "UNEMPLOYMENT" instead.
Additional subdivision of the main subject heading. Subdivisions that narrow a topic by place follow those that narrow a topic by subject.

In order to choose and locate any of the magazine articles listed, you must first be able to read the entries, often called "citations." The sample citation below illustrates the types of information given for each citation in the Readers' Guide.



1.	MINORITIES	Main Subject Heading.
2.	Employment	Subdivision of main subject heading.
3.	White House record on minority hiring.	Title of the magazine article.
4.	S. Fritz	Author of the magazine article.
5.	il	Abbreviation for a special feature within the article.

Often an abbreviation in small letters will follow the title or author of the article. This abbreviation indicates that the article contains certain "special features." In order to find out what this abbreviation means, you must use a table of abbreviations located in the front of each Readers' Guide. A portion of this table is reproduced below. From this table you can determine that "il" stands for "illustrated." This means that the article contains illustrations.

ABBREVIATIONS

+	continued on later pages of same issue	Ltd	Limited
bibl	bibliography		
bibl f	bibliographical footnotes	m	monthly
		Mr	March
il	illustrated, illustration, illustrator	My	May
Inc	Incorporated	N	November
int	interviewer	no	number
introd	introduction, introductory		
		O	October

6. U.S. News — Abbreviated title of the magazine. This abbreviation begins with a capital letter.

You must use the table "Abbreviations of Periodicals Indexed," located in the front of each Readers' Guide, to find the full title of the magazine. A portion of that table is reproduced below. From this table you can see that the full title of the magazine in this citation is U.S. News & World Report.

ABBREVIATIONS OF PERIODICALS INDEXED

Motor B–Motor Boating
Motor T–Motor Trend
Mus Q–Musical Quarterly

N Y Times Mag–New York Times Magazine
*Nat Geog–National Geographic Magazine
Nat Parks–National Parks Magazine
Nat R–National Review (44p issue only, pub. in alternate weeks)
Nat Wildlife–National Wildlife
Nation–Nation
Nations Bsns–Nation's Business
*Natur Hist–Natural History
Negro Hist Bul–Negro History Bulletin
New Repub–New Republic
New Yorker–New Yorker
*Newsweek–Newsweek

Opera N–Opera News

Sch & Soc–School and Society
Sch Arts–School Arts
Schol Teach–Scholastic Teacher
Bound in Senior Scholastic
Schol Teach Sec Teach Sup–Scholastic Teacher Secondary Teachers' Supplement
School Library Journal. See Library Journal
*Sci Am–Scientific American
Sci & Cit–Scientist and Citizen
Continued as Environment Ja '69
Sci Digest–Science Digest

Time–Time
Todays Ed–Today's Education

UN Mo Chron–UN Monthly Chronicle
UNESCO Courier–UNESCO Courier
U S Camera–U.S. Camera & Travel
Continued as Travel & Camera F '69
U S News–U.S. News & World Report

7. 90 — Volume number of the magazine.

8. 84-5 — Page numbers of the article in the magazine.

9. My 11 '81 — Date of the magazine.

The month listed in the citation is usually abbreviated. Using the "Abbreviations" table in the front of the index (reproduced under #5 on the previous page), you see that "My" stands for "May."

You must write down the entire citation in order to make sure you will be able to locate the article in the Library.

General hints on using the Readers' Guide

1. Read the introduction of the Readers' Guide for instructions on how to use the index.

   Instructions for use of the index are in the front of each issue. These instructions can help explain to you something that you might not understand.

2. Use more than one issue to be sure you have found all the articles you need.

   There is no guarantee that any one issue of Readers' Guide will contain articles on your topic; therefore, you must look in more than one issue to ensure that you find enough information.

3. Choose several terms that describe your topic before using the index.

   Unlike using the Library Catalog, there is no set of books like the Library of Congress Subject Headings to help you determine the correct subject heading to look for in the Readers' Guide. The "see" and "see also" references in the index often will direct you to the correct subject heading. However, if you do not find your topic and do not find a "see" or "see also" reference to help you, you will have to look for other related words or synonyms that might be used instead.

4. Be sure and check the journal abbreviations in the front of each issue. This will ensure that you spend your time looking for the correct journal in the Library.

Examples of other general periodical indexes in the Library are:

Magazine Index (On microfilm, located by Index Table 15)

This index on microfilm indexes over 400 general periodicals including major newspapers. It covers the past 4 years in one cumulative list.

Access: The Supplementary Index to Periodicals
(Index Table 1)

This index is designed to complement the existing general periodical indexes and tries **not** to include magazines indexed by the Readers' Guide. It indexes regional and city magazines as well as balanced subject-oriented general and special interest periodicals.

Specialized Periodical Indexes

Objectives

1). You will learn how to correctly identify the parts of an index entry: title of the article, author, special features, full title of the magazine, volume number, pages of the article, and date of the magazine.

2). Given a subject, you will identify a specialized periodical index that would be most appropriate for that subject.

Specialized periodical indexes, or subject indexes, are guides to selected group of scholarly journals all dealing with a particular subject. The subject can be as broad as the general topic "Social Sciences" or as narrow as the specific topic "Sociology of Education." Scholarly journals are those journals containing articles written by researchers and academic specialists whose audience is primarily other researchers, scholars, and students.

You will notice that the scholarly article will contain a bibliography of articles and books the author took information from in order to strengthen and substantiate points discussed in his/her article. You need to use a subject specific index so that you, too, can locate information in scholarly articles to strengthen and substantiate points in your own paper. You will also need to use a "subject specific" index if you want to gather the latest information available on your topic. Athough there is duplication among indexes, each index covers a different set of journals.

Subject indexes are usually issued on a regular basis. A bound volume covering a year is issued annually. Paperback issues published throughout the year serve as updates to the most recent bound volume, so you will need to check them for the latest information on your topic.

All of the subject indexes discussed in this section are published by the H.W. Wilson Company, the same company that publishes the Readers' Guide. They are arranged, therefore, in the same way as the Readers' Guide, with authors' names (last name first) and subjects listed together in alphabetical order. You can find articles by searching under your topic or under the last name of the author of the article. The citations given in the indexes discussed in this section are similar in format to those in the Readers' Guide--title of the article, author, abbreviations of special features in the article, abbreviated title of the journal, volume, pages, and date.

Study the example from Readers' Guide below:

Minorities
See also
Discrimination
Rise of minorities. J. Thornton. il *U S News World Rep* 96:48 Mr 19 '84
Where minorities are a majority [U.S. cities] il *U S News World Rep* 97:14 N 12 '84
Civil rights
Civil-rights drive shifts to low gear. T. Gest. il *U S News World Rep* 97:27-30 Jl 2 '84
The winding road to equality [special issue] il *Sch Update* 116:2-8+ My 11 '84

Remember, as you read in the last chapter, the articles in Readers' Guide are from general interest magazines that contain articles written by reporters, not scholars.

Now compare the example from Readers' Guide with the following example from the Social Sciences Index, located on Index Table 1.

Minorities
Educational attainment and socio-economic mobility within ethnic groups D J Grove bibl Ethnic and Racial Stud 4 466-75 O '81
Ethnic social, political, and economic progress a cross-cultural analysis D J Grove bibl Comp Pol Stud 13 357-78 O '80
Modelling bicommunal conflict D A Bowers and others Futures 12 473-88 D '80, 13 31-42 F, 115-27 Ap '81
Race, ethnicity and class clarifying relationships or continuous muddling through B Singh bibl J Ethnic Stud 9 1-19 Summ '81
Simmel's concept of the stranger and the Gypsies M B Sway Soc Sci J 18 41-50 Ja '81
War and ethnicity the role of warfare in the formation, self-images and cohesion of ethnic communities A D Smith Ethnic and Racial Stud 4 375-97 O '81
See also
Assimilation (sociology)
Nationalism
Education
See also

This index provides listings of articles by subject and author concerning anthropology, criminology, economics, public administration, political science, psychology, sociology, and the social aspects of the sciences. Note that the articles in Social Sciences Index are from scholarly magazines that contain articles written by scholars who have used other scholarly articles to substantiate their statements.

Here are examples from some other subject indexes. Note that the articles in these indexes are from scholarly magazines that relate to the defined subject coverage of each of the subject index.

Humanities Index (Index Table 1)

This index provides listings of articles by subject and author concerning classical studies, folklore, history, language, literature, the performing arts, philosophy, and religion. For example:

Minorities
See also
Assimilation (Sociology)
Discrimination
Ethnic attitudes
Ethnic press
Ethnicity
State, religion, and minority status; a review article. B. S. Turner. *Comp Stud Soc Hist* 27:304-11 Ap '85

Business Periodicals Index (Index Table 4)

This index provides listings of articles by subject and names of companies concerning accounting, advertising, banking, business administration, finance, insurance, the particulars of various industries, and the applications of technology in business such as occupational safety or computer programming. For example:

MINORITIES
Affirmative action suits hitting hard at enforcement. Eng N 205:14 N 13 '80
City forces private sector affirmative action. Am City & County 95:13 Ag '80
Court finds MBE set-aside legal. Eng N 205:12-13 Jl 10 '80
DOT suffers setback in suit over MBE rule. Eng N 205:23 O 23 '80
EPA in new MBE mess. Eng N 205:66-7 S 11 '80

Education
NSF's Slaughter aims at minority education. W. Lepkowski. Chem & Eng N 58:19-20 Ap 4 '80

Applied Science and Technology Index (Index Table 10)

This index provides listings of articles by subject concerning the applied sciences including aeronautics, chemistry, computer science, mathematics, textiles, and transportation. For example:

Minorities
Ford develops minority supplier base. J. M. Callahan. il *Automot Ind* 166:45 D '86
Education
Prospects discouraging for minorities in science. C. Holden. *Science* 234:1316 D 12 '86

Here are just a few other subject indexes you might consider consulting to gather scholarly articles for your research paper:

General Science Index (Index Table 2)

This index provides listings of articles by subject concerning astronomy, biology, chemistry, geology, mathematics, medicine and health, oceanography, and physics.

Education Index (Index Table 5)

This index provides listings of articles by subject and author concerning early childhood education, elementary, secondary, higher and adult education, educational administration, teaching methods, and curriculum theory.

Biological and Agricultural Index (Index Table 9)

This index provides listings of articles by subject concerning agriculture, food science, nutrition, biology, botany, ecology, environmental science, forestry, soil science, veterinary medicine, and zoology.

SPECIALIZED PERIODICAL INDEXES

Use the 1984 Applied Science & Technology Index (Index Table 10) to answer the following questions:

59. Look for the subject heading "Noise control." Which of the following is a related subject heading for which you are instructed to "see also"?

    A. Soundproofing
    B. Noise abatement
    C. Noise pollution
    D. Acoustics

60. You are looking for articles on the "Light reflecting paint." Which of the following is the correct subject heading?

    A. Reflective coatings
    B. Reflective paint
    C. Paint, Light reflecting
    D. Paint, reflective

Locate the correct subject heading from question #60. Find the citation for the article whose title begins "On the road." Provide the following information based on that citation.

61. Author of the article?

    A. S. Suslik
    B. R.E. Crang
    C. S.G. Robinson
    D. J. Coat

62. The article contains which of the following?

    A. illustrations
    B. diagrams
    C. tables
    D. bibliography

63. Full title of the magazine?

    A. Indestructable Finishes
    B. Independent Finisher
    C. Industrial Finishes
    D. Industrial Finishing

64. Volume number of the magazine?

A. 16
B. 60
C. 20
D. 84

65. Page number(s) of the article?

A. 84-87
B. 60
C. 16-20
D. 2

66. Date of the magazine?

A. July 1984
B. June 1984
C. January 1984
D. May 1984

Biographical Indexes

Objective Given a person's name, you will use Biography Index and Biography and Genealogy Master Index to identify sources of biographical information about the person.

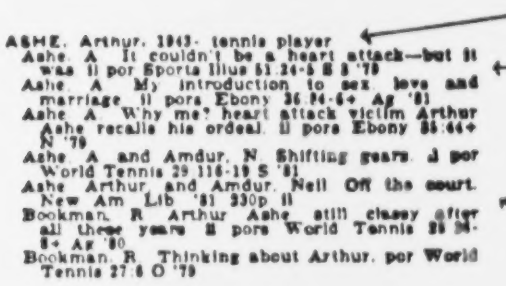
You already know of some ways to find biographical information about people. If you want to find out when Abraham Lincoln was assasinated, you could look up his name in an encyclopedia. If you want to find a whole book about Lincoln, you could search his name as a subject in the Library Catalog. The Library also has many other sources of information about people in addition to encyclopedias and other books. To find this information you will need to use Biography Index and Biography and Genealogy Master Index.

Each of these indexes is a list of people's names in alphabetical order, with citations to articles in journals or chapters of books where you will find the biographical information that you need. They are kept up-to-date and are particularly useful if the person you are interested in is of current interest or recent fame, such as Barry Manilow, Anne Burford, or Martina Navratilova.

Biography Index. (Index Table 1)

This index lists citations to articles in journals and books that contain biographical information, primarily about noteworthy Americans. Each bound volume covers three years, starting in 1946, and there are monthly issues for the current year. The entries are similar to those you have seen in other Wilson Indexes, like the Readers' Guide. Pick a year in which you might expect the find citations about the person you are interested in, and look up that person's name (last name first). Under the person's name you will find a list of books and articles in journals listed by author and title. For journal articles, the volume number, page numbers, and date of issue are given. Titles of journals are often abbreviated, so remember to check the "Key to Periodical Abbreviations" list located in the front of each volume.

Here is a sample listing from Biography Index:


ASHE, Arthur, 1943- tennis player
Ashe, A. It couldn't be a heart attack—but it was il por Sports Illus 51:24-5 S 3 '79
Ashe, A. My introduction to sex, love and marriage. il pors Ebony 36:94-6+ Ag '81
Ashe, A. Why me? heart attack victim Arthur Ashe recalls his ordeal. il pors Ebony 35:44+ N '79
Ashe, A. and Amdur, N. Shifting gears. il por World Tennis 29:116-18 S '81
Ashe, Arthur, and Amdur, Neil Off the court. New Am Lib '81 330p il
Bookman, R. Arthur Ashe, still classy after all these years. il pors World Tennis 28:36-8+ Ag '80
Bookman, R. Thinking about Arthur. por World Tennis 27:6 O '79

entry for Arthur Ashe

citation to article in the journal Sports Illustrated (volume 51, pages 24-25, September 3, 1979).

citation to a book about Arthur Ashe.

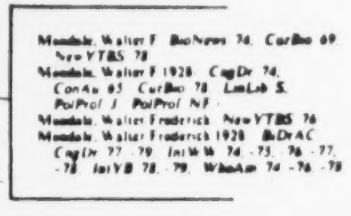
If you do not have a specific person in mind, but need an article on someone in a specific occupation, use the "Index to Professions and Occupations" at the back of each volume, where you will find lists of people under such headings as "Actors and Actresses," "Chemists," and "Presidents, American."

Biography and Genealogy Master Index. ANREF CT213.B56x 1980

This index consists of an original edition and several supplements. It covers a large number of biographical works, both general sources such as Who's Who in America, and more specialized ones, such as American Men and Women of Science. Its scope is international, and it indexes such items as Who's Who in Canada and Who's Who (Great Britain).

To use Biography and Genealogy Master Index, look up the name (last name first) of the person you are interested in, and you will find citations to articles about that person. Each citation is an abbreviation for the title of the book that contains the information you need, with an indication of the year or edition of the book. The "Bibliographical Key to Publication Codes" will explain which books are referred to by the abbreviations in the citations. This "Key" is at the front of every volume of the main 8-volume set. Call numbers have been written in for titles that are in the M.D. Anderson Library, so that you can find them quickly.

In the following sample listing from Biography and Genealogy Master Index, note that a person's name might be spelled or presented in more than one way:


Mondale, Walter F. BioNews 74. CurBio 69
NewYTBS 78
Mondale, Walter F 1928- CngDr 74.
ConAu 65 CurBio 78 LinLab S
PolProf J PolProf NF
Mondale, Walter Frederick NewYTBS 76
Mondale, Walter Frederick 1928- BkOrAC
CngDr 77- 79 IntWW 74- 75- 76- 77-
-78 IntYB 78- 79 WhoAm 74- 76- 78

entries for Walter Mondale (listed as Walter F. Mondale or Walter Frederick Mondale with or without year of birth)

BIOGRAPHICAL INDEXES

67. In the 1967-1970 volume of Biography Index (Index Table 1) there is a citation to an article on Edward R.G. Heath with the title "Richard III Rides Again." In what periodical would you find this article?

A. Economist
B. Newsweek
C. America
D. Time

68. Find Biography and Genealogy Master Index (Second Edition) in the Reference Room (ANREF CT213.B56x). In which edition of Directory of American Fiction Writers would you find information on John Cheever?

A. 1973
B. 1976
C. 1977
D. 1979

Newspaper Indexes

Objective Given a subject and a date, you will use the New York Times Index or the Houston Post Index to find a specific newspaper article on the subject and correctly identify the section, column, and page of the article.

Newspapers provide current information about international, national, regional, and local issues and events and useful first-hand reports about historical events. To find information in newspapers, use a newpaper index. The M.D. Anderson Library has indexes to several newspapers, including:

Houston Post	1976-
New York Times	1851-
Wall Street Journal	1957-
Washington Post	1975-

All newspaper indexes are located on Index Table 15.

The Library subscribes to many newspapers that do not have indexes, but you can often use any newspaper index to pinpoint the date of a particular event and then use that date to find information in other newspapers. You can find out if the Library subscribes to a certain newspaper by consulting the Serials List, located at the Reference/Information Desk.

Using Newspaper Indexes

Use a newpaper index as you would a periodical index to journals. Read the introduction for instructions on how to use the index (i.e., how the entries are arranged, what each part of the entry means, and a key to the abbreviations used).

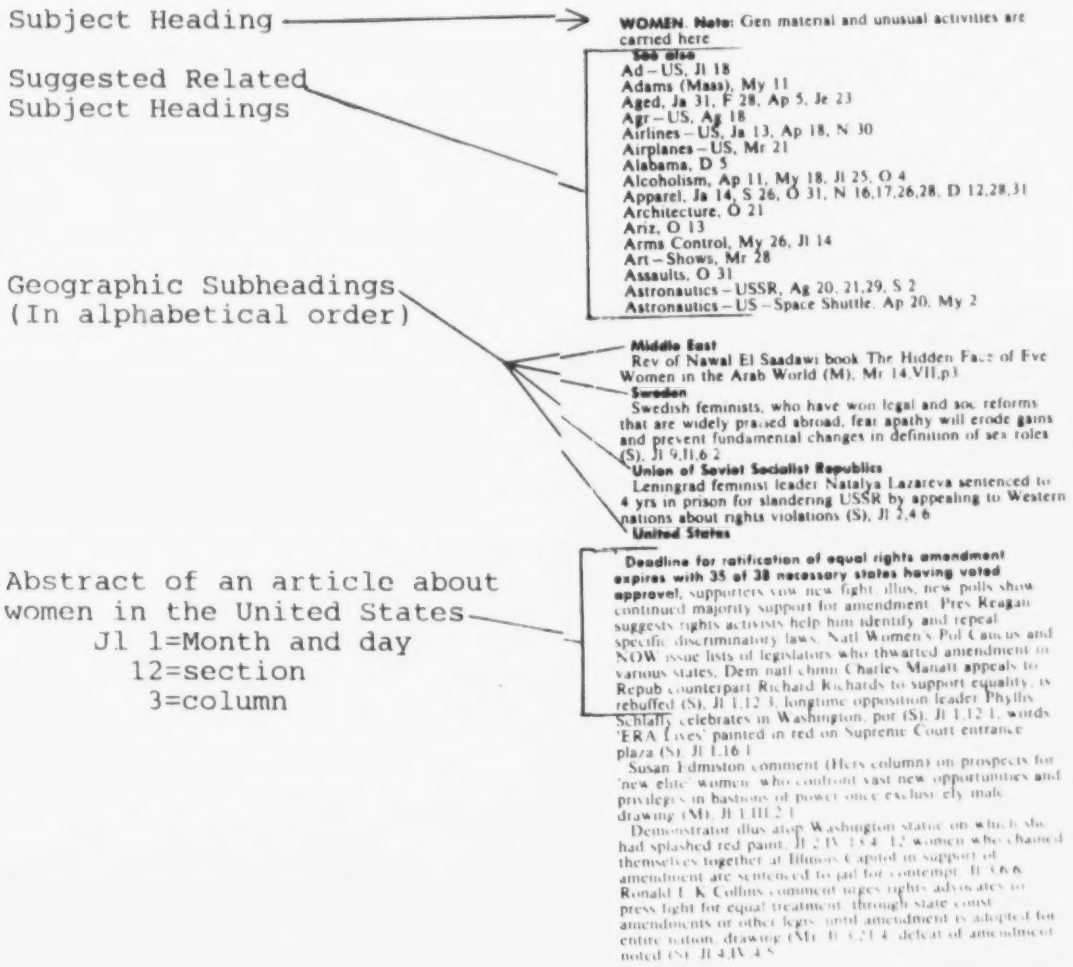
The New York Times Index (Index Table 15)

When you need to find information in newspapers, often the best place to start is the New York Times (NYT). Of all of the U.S. newspapers, the NYT has the most extensive news and editorial coverage of international, national, and regional events. Also, it contains up-to-date biographical information, critical reviews of books, art, theatre, film, and dance, and articles that analyze and summarize newsmaking topics. The NYT may even print the complete text of an important speech or document.

Like any index, the New York Times Index is a subject index. Each hardbound volume is the complete index for one year of NYT. Issues received since the last annual edition are paperback and cover a three-month period.

Finding Information by Subject

If you are looking for information on a particular topic, look up the subject heading that describes your topic within the volume that covers the appropriate year (or quarter). If there was more than one story on your topic during the year (or quarter), the entries are listed in chronological order (except under a few subject headings, such as "Book Reviews," "Deaths," and "Theatre-Reviews," where an alphabetical arrangement is more efficient). Each entry includes an abstract, or brief description, of the article followed by the information that you need to locate the article within the New York Times (month, day, page, and column). Here is an example:


Subject Heading
Suggested Related Subject Headings
Geographic Subheadings (In alphabetical order)
Abstract of an article about women in the United States
J1 1=Month and day
12=section
3=column
WOMEN. Note: Gen maternal and unusual activities are carried here
See also
Ad – US, Jl 18
Adams (Mass), My 11
Aged, Ja 31, F 28, Ap 5, Je 23
Agr – US, Ag 18
Airlines – US, Ja 13, Ap 18, N 30
Airplanes – US, Mr 21
Alabama, D 5
Alcoholism, Ap 11, My 18, Jl 25, O 4
Apparel, Ja 14, S 26, O 31, N 16,17,26,28, D 12,28,31
Architecture, O 21
Ariz, O 13
Arms Control, My 26, Jl 14
Art – Shows, Mr 28
Assaults, O 31
Astronautics – USSR, Ag 20, 21,29, S 2
Astronautics – US – Space Shuttle, Ap 20, My 2
Middle East
Rev of Nawal El Saadawi book The Hidden Face of Eve Women in the Arab World (M), Mr 14.VII.p3
Sweden
Swedish feminists, who have won legal and soc reforms that are widely praised abroad, fear apathy will erode gains and prevent fundamental changes in definition of sex roles (S), Jl 9,II.6 2
Union of Soviet Socialist Republics
Leningrad feminist leader Natalya Lazareva sentenced to 4 yrs in prison for slandering USSR by appealing to Western nations about rights violations (S), Jl 2,4 6
United States
Deadline for ratification of equal rights amendment expires with 35 of 38 necessary states having voted approval, supporters vow new fight; illus; new polls show continued majority support for amendment; Pres Reagan suggests rights activists help him identify and repeal specific discriminatory laws; Natl Women's Pol Caucus and NOW issue lists of legislators who thwarted amendment in various states; Dem natl chmn Charles Manatt appeals to Repub counterpart Richard Richards to support equality; is rebuffed (S), Jl 1,12 3; longtime opposition leader Phyllis Schlafly celebrates in Washington; por (S), Jl 1,12 1; words 'ERA Lives' painted in red on Supreme Court entrance plaza (S), Jl 1,16 1
Susan Edmiston comment (Hers column) on prospects for 'new elite' women who confront vast new opportunities and privileges in bastions of power once exclusively male; drawing (M), Jl 1,III,2 1
Demonstrator illus atop Washington statue on which she had splashed red paint, Jl 2,IV,1,5 4; 12 women who chained themselves together at Illinois Capitol in support of amendment are sentenced to jail for contempt, Jl 3,6 6
Ronald L K Collins comment urges rights advocates to press fight for equal treatment through state const amendments or other legis until amendment is adopted for entire nation; drawing (M), Jl 5,21 4; defeat of amendment noted (S), Jl 4,IV,4 5

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Finding Information about a Person or Organization

If you want to find information about a particular person or organization, look up the name in the index. You will find a "see also" reference that sends you to a subject heading that describes that person's or organization's activities. For example:

SCHLAFLY, Phyllis S (Mrs). See also Elections (U.S), Ag 21. Families, Je 23. Pres Elect '80 – Issues – Republican Party Platform, Jl 8. U.S – Soc Conditions, Jl 30. U.S Armament – Draft, Ja 25. Women, D 17. Women – U.S, Ja 24, F 7,9,14, Je 20, Jl 8, Ag 20,21, N 7

The last subject heading under Schlafly, Phyllis S. is Women--U.S. If you look up Women--U.S. in the same volume, you will find the following:

WOMEN. Note: Gen material and unusual activities are carried here

United States

Georgia Senate votes, 32-23, to defeat proposal to ratify proposed equal rights amendment, giving measure its second defeat in Georgia in 5 years (S), Ja 22,12:6, article on Phyllis Schlafly, who has campaigned around US against amendment; she comments; drawing of Schlafly (M), Ja 24,III,2:1

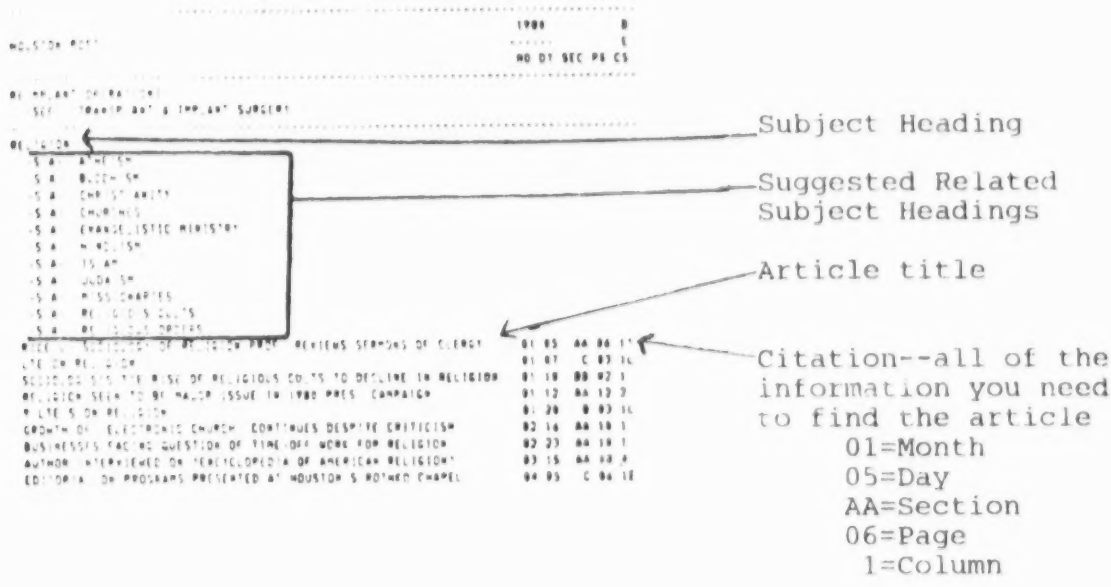
Article on abused women's services in Women Helping Women program, part of NJ Coalition of Battered Women; coalition contends that NJ Human Services Dept is months overdue on distribution of $130,000 in supplemental funds to battered-women's shelters; program's director Diane Palladino comments (M), Ja 27,XI,8:5

Proponents of proposed equal rights amendment say they will make no effort to have measure ratified by South Carolina General Assembly during '80 session; Repr Jean Toal comments (S), Ja 28,14:5, editorial notebook on decision of Mormon Church to relieve Judge Marion Callister from his church position in wake of his involvement with suit brought by Arizona and Idaho, which requested court to nullify ratification extension of equal rights amendment; holds it would have been more sensible

The Houston Post Index (Index Table 15)

The Houston Post is an important source of current information on local, state, and regional events. The Houston Post, Christian Science Monitor, and the Los Angeles Times all have newspaper indexes that are published by one company, Bell & Howell. Bell & Howell indexes are arranged differently than the New York Times Index, but the principles of using them are the same.

The most important difference between the New York Times Index and the Houston Post Index is that the Houston Post Index does not include any information about the content of the articles. Each citation only includes the title of the article and the pertinent information necessary to locate the article (month, day, section, page, and column). Also, personal names, including the names of columnists and editorial cartoonists, are indexed separately from subjects in the "blue pages" section of each volume. Here is an example:



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NEWSPAPER INDEXES

69. The subject of your research is a game called National Survival. Go to the 1984 New York Times Index and look for an article on that topic that appeared on February 8. In what section, on what page and in which column of the newspaper did the article appear?

A. section I, page 17, column 4
B. section I, page 14, column 1
C. section I, page 13, column 2
D. section I, page 15, column 3
E. section I, page 16, column 4

70. The subject of your research is protection of privacy from government inquiry. Go to the 1983 Houston Post Index and look for the subject "invasion of privacy." Which subject heading is the correct one?

A. right to privacy
B. privacy, invasion of
C. privacy
D. freedom of privacy
E. protection of privacy

71. Using the correct subject heading for "invasion of privacy" (the answer you gave to question #70), find an article about the limitations of government access to private business records that appeared on April 20. What are the section, page and column numbers of the article?

A. section E, page 4, column 1
B. section E, page 3, column 4
C. section E, page 2, column 1
D. section E, page 1, column 1
E. section E, page 3, column 2

Book Review Indexes

Objective Given the title of a book, you will be able to locate citations to reviews of that book using Book Review Digest.

Since you will be using books in your research, you may wish to determine the value or usefulness of the information in them before you decide to include that information in your research paper. Book reviews provide evaluations that may help you decide whether a particular publication will be useful.

Just as periodical indexes like the Reader's Guide and the Social Sciences Index provide citations to articles on a particular topic, book review indexes list reviews of books that have appeared in magazines, journals, and newspapers. There are numerous book review indexes, both general and subject-oriented in scope. Some subject-oriented book review indexes in this Library include:

Book Review Index. (Index Table 3)
New York Times Book Review Index. (Index Table 3)
Reviews in American History. (Index Table 3)
Technical Book Review Index. (Index Table 3)

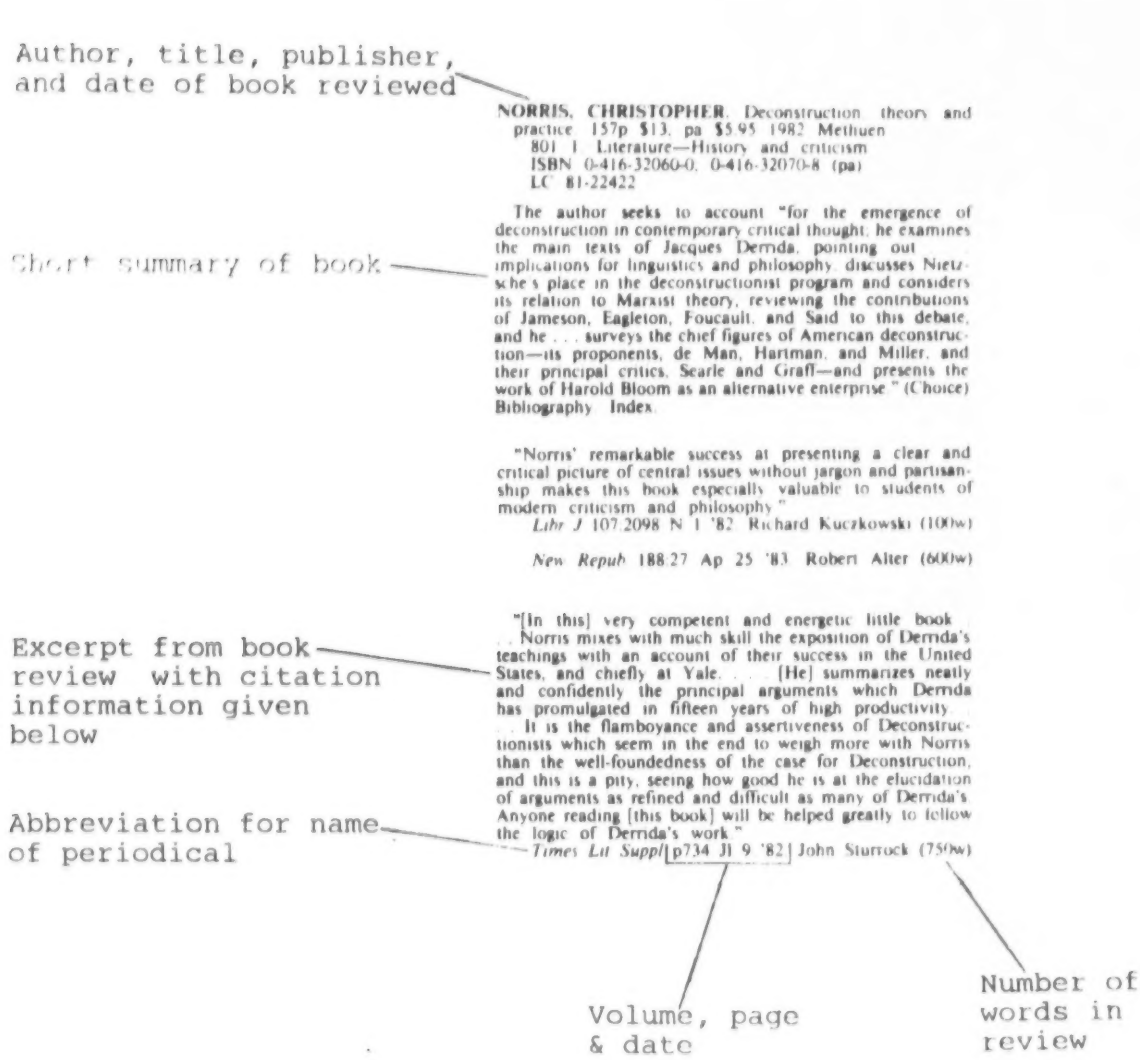
This unit discusses Book Review Digest, which is the most frequently used general book review index.

Book Review Digest. (Index Table 3)

Book Review Digest lists citations to reviews of general interest books from approximately 80 popular journals, from 1905 to the present. In addition to basic citation information--journal or magazine title, volume, pages, and date of review-- Book Review Digest also provides short summaries of the book and excerpts from most of the reviews listed. The number of words in each review is noted at the end of each citation. Like the Readers' Guide, paperback issues of Book Review Digest appear monthly; bound volumes cumulating a full year are issued annually.

To find a book review, search under the author or title in the **volume for the year (or the year after) the book was published.** In addition, a subject and title index is located at the back of each volume. Cumulated indexes covering 1905-1974 are located next to the Book Review Digest on Index Table 3.

Here is an example from Book Review Digest:


Author, title, publisher, and date of book reviewed
NORRIS, CHRISTOPHER. Deconstruction: theory and practice. 157p. $13; pa $5.95. 1982. Methuen.
801'.1 Literature—History and criticism
ISBN 0-416-32060-0; 0-416-32070-8 (pa)
LC 81-22422
Short summary of book
The author seeks to account "for the emergence of deconstruction in contemporary critical thought; he examines the main texts of Jacques Derrida, pointing out . . . implications for linguistics and philosophy, discusses Nietzsche's place in the deconstructionist program and considers its relation to Marxist theory, reviewing the contributions of Jameson, Eagleton, Foucault, and Said to this debate, and he . . . surveys the chief figures of American deconstruction—its proponents, de Man, Hartman, and Miller, and their principal critics, Searle and Graff—and presents the work of Harold Bloom as an alternative enterprise." (Choice) Bibliography. Index.
"Norris' remarkable success at presenting a clear and critical picture of central issues without jargon and partisanship makes this book especially valuable to students of modern criticism and philosophy."
Libr J 107:2098 N 1 '82. Richard Kuczkowski (100w)
New Repub 188:27 Ap 25 '83. Robert Alter (600w)
Excerpt from book review with citation information given below
"[In this] very competent and energetic little book . . . Norris mixes with much skill the exposition of Derrida's teachings with an account of their success in the United States, and chiefly at Yale. . . . [He] summarizes neatly and confidently the principal arguments which Derrida has promulgated in fifteen years of high productivity. . . . It is the flamboyance and assertiveness of Deconstructionists which seem in the end to weigh more with Norris than the well-foundedness of the case for Deconstruction, and this is a pity, seeing how good he is at the elucidation of arguments as refined and difficult as many of Derrida's. Anyone reading [this book] will be helped greatly to follow the logic of Derrida's work."
Abbreviation for name of periodical
Times Lit Suppl [p734 Jl 9 '82] John Sturrock (750w)
Volume, page & date
Number of words in review

BOOK REVIEW INDEXES

Using Book Review Digest, located on Index Table 3, select the correct answer to the following question.

72. You have been asked to locate a lengthy review of The Reconstruction of Western Europe 1945-51, by Alan S. Milward, published in 1984. What is the full title of the journal that contains the longest review?

A. Journal of Economic Literature
B. Times Literary Supplement
C. Annals of the American Academy of Political and Social Science
D. American Historical Review
E. Choice

Statistical Indexes

Objective Given a subject heading you will use the Statistical Reference Index (SRI) to find references to documents and to correctly identify the accession number and availability of material on microfiche.

Throughout your research process you will be locating materials that will help you to develop your paper. Books, journals, and newspapers will undoubtedly comprise the majority of your resources. An area of information that is often difficult to locate, but very helpful to a paper, is statistical data. This data is often authoritative, timely, well-developed, and usually presents results of original surveys and research. In many cases they will complement or fill important gaps in your research.

Statistical information can appear in various formats such as: journals, annual reports, handbooks, yearbooks, etc. This makes the collecting of statistics for your paper difficult, because you are never sure whether the material you have collected contains any statistical data that might be useful to your research.

In recent years, statistical indexes have been designed to provide reliable, centralized access to this large and significant body of information. The uniqueness of these indexes is that they not only provide you with references to statistical sources, but in a majority of cases they will provide you with a companion microfiche copy of the actual document. (Microfiche are 4x6 sheets of microfilm, in which the pages of documents have been photographed and micrographically reduced onto the sheet. One sheet of microfiche can average up to 98 pages of a document.)

The Library subscribes to these indexes and receives those documents that are available on microfiche. Here is a list of these indexes:

American Statistical Index (ASI) (Index Table 18)

A comprehensive guide to the statistical publications of the United States Government, covering 1974 to the present. Many of these publications are on paper in the Government Documents Collection, 2nd Floor Blue Wing or in the Documents Reference Room, 1st Floor Red Wing.

Statistical Reference Index (SRI) (Index Table 18)

A selective guide to American statistical publications from private organizations and state government sources, covering 1980 to the present.

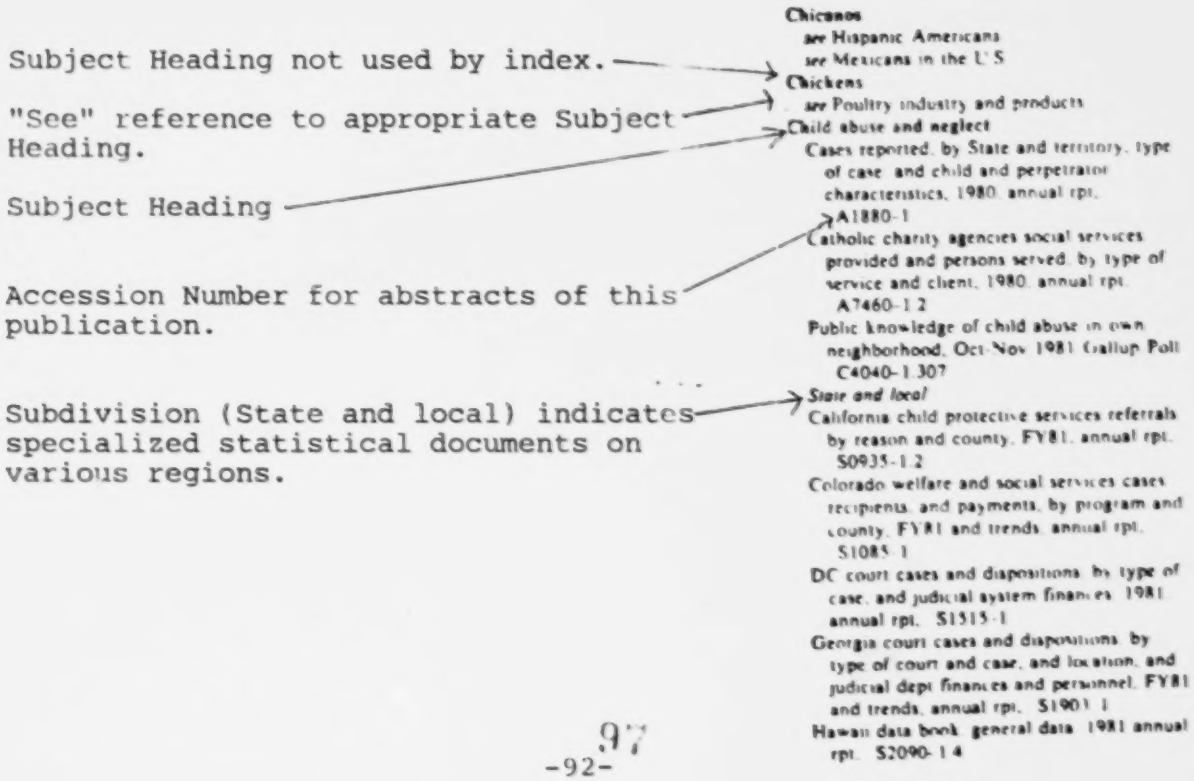
Index to International Statistics (IIS) (Index Table 18)

A guide to the statistical publications of international intergovernmental organizations, covering 1983 to the present.

These statistical indexes are issued monthly with an annual cumulation. They are published in two parts/volumes known as the INDEX and ABSTRACTS.

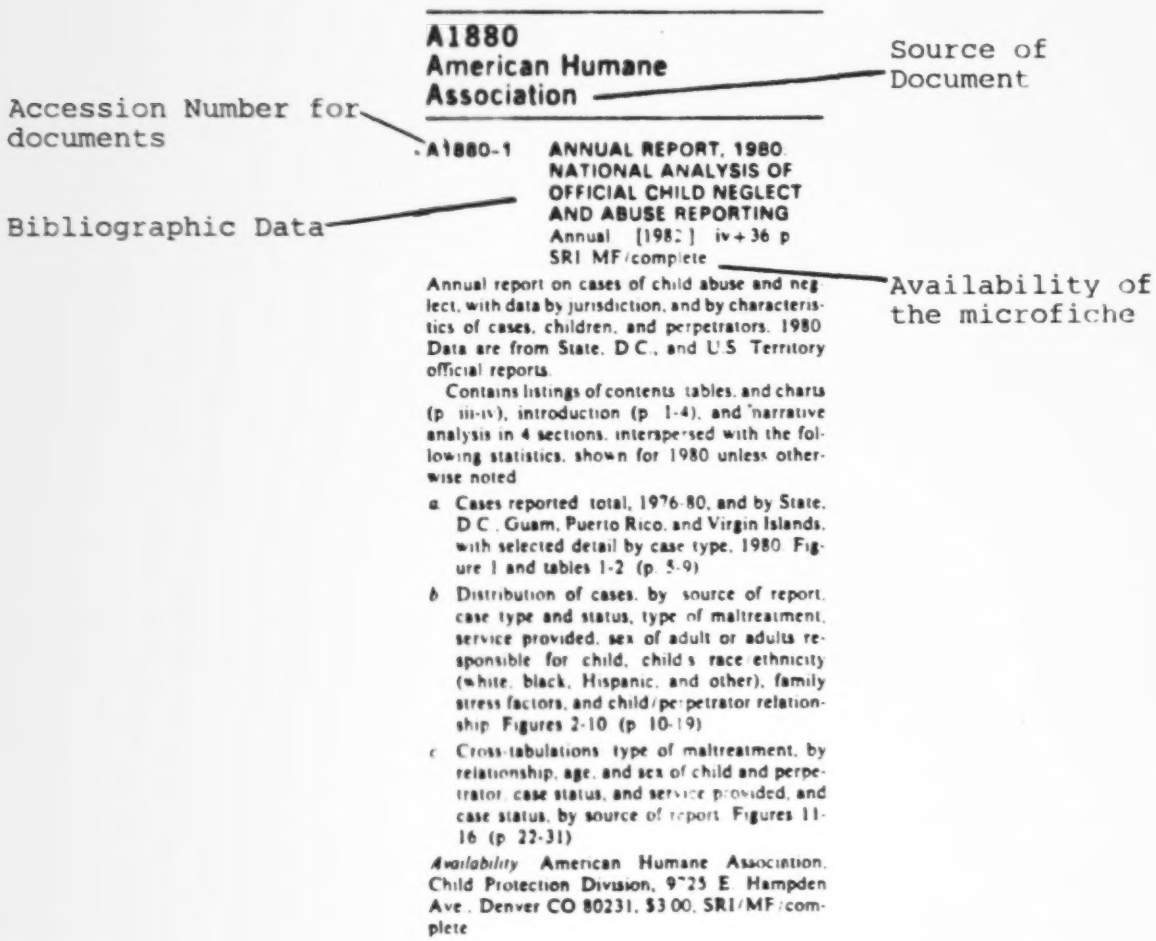
Index Section

This part contains references to specific subjects, places, personal authors, and data source organizations. The arrangement of the index volume is the same as the other periodical indexes you have used. You would search the index by your subject heading to identify those publications of interest to your research. With each reference you locate, you will be given an accession number that will identify the individual document in the ABSTRACTS volume. See the example below:


Subject Heading not used by index.
"See" reference to appropriate Subject Heading.
Subject Heading
Accession Number for abstracts of this publication.
Subdivision (State and local) indicates specialized statistical documents on various regions.
Chicanos
see Hispanic Americans
see Mexicans in the U.S.
Chickens
see Poultry industry and products
Child abuse and neglect
Cases reported, by State and territory, type of case and child and perpetrator characteristics, 1980, annual rpt. A1880-1
Catholic charity agencies social services provided and persons served, by type of service and client, 1980, annual rpt. A7460-1.2
Public knowledge of child abuse in own neighborhood, Oct-Nov 1981 Gallup Poll C4040-1.307
State and local
California child protective services referrals by reason and county, FY81, annual rpt. S0935-1.2
Colorado welfare and social services cases recipients, and payments, by program and county, FY81 and trends, annual rpt. S1085-1
DC court cases and dispositions, by type of case, and judicial system finances, 1981 annual rpt. S1515-1
Georgia court cases and dispositions, by type of court and case, and location, and judicial dept finances and personnel, FY81 and trends, annual rpt. S1901-1
Hawaii data book, general data, 1981 annual rpt. S2090-1.4

Abstracts Section

The Abstracts section provides: bibliographic data, availability of microfiche, source of document, and an outline of the contents, with page references to specific articles, tables, etc. The abstracts are arranged by the accession number that you located in the Index. A sample entry from the SRI abstract volume is shown below:



A1880
American Humane Association

Source of Document

Accession Number for documents

A1880-1 **ANNUAL REPORT, 1980. NATIONAL ANALYSIS OF OFFICIAL CHILD NEGLECT AND ABUSE REPORTING**
Annual [198] iv + 36 p
SRI MF/complete

Bibliographic Data

Availability of the microfiche

Annual report on cases of child abuse and neglect, with data by jurisdiction, and by characteristics of cases, children, and perpetrators. 1980 Data are from State, D C., and U.S Territory official reports.

Contains listings of contents tables, and charts (p iii-iv), introduction (p 1-4), and narrative analysis in 4 sections, interspersed with the following statistics, shown for 1980 unless otherwise noted

a. Cases reported total, 1976-80, and by State, D C., Guam, Puerto Rico, and Virgin Islands, with selected detail by case type, 1980 Figure 1 and tables 1-2 (p 5-9)

b. Distribution of cases, by source of report, case type and status, type of maltreatment, service provided, sex of adult or adults responsible for child, child's race/ethnicity (white, black, Hispanic, and other), family stress factors, and child/perpetrator relationship Figures 2-10 (p 10-19)

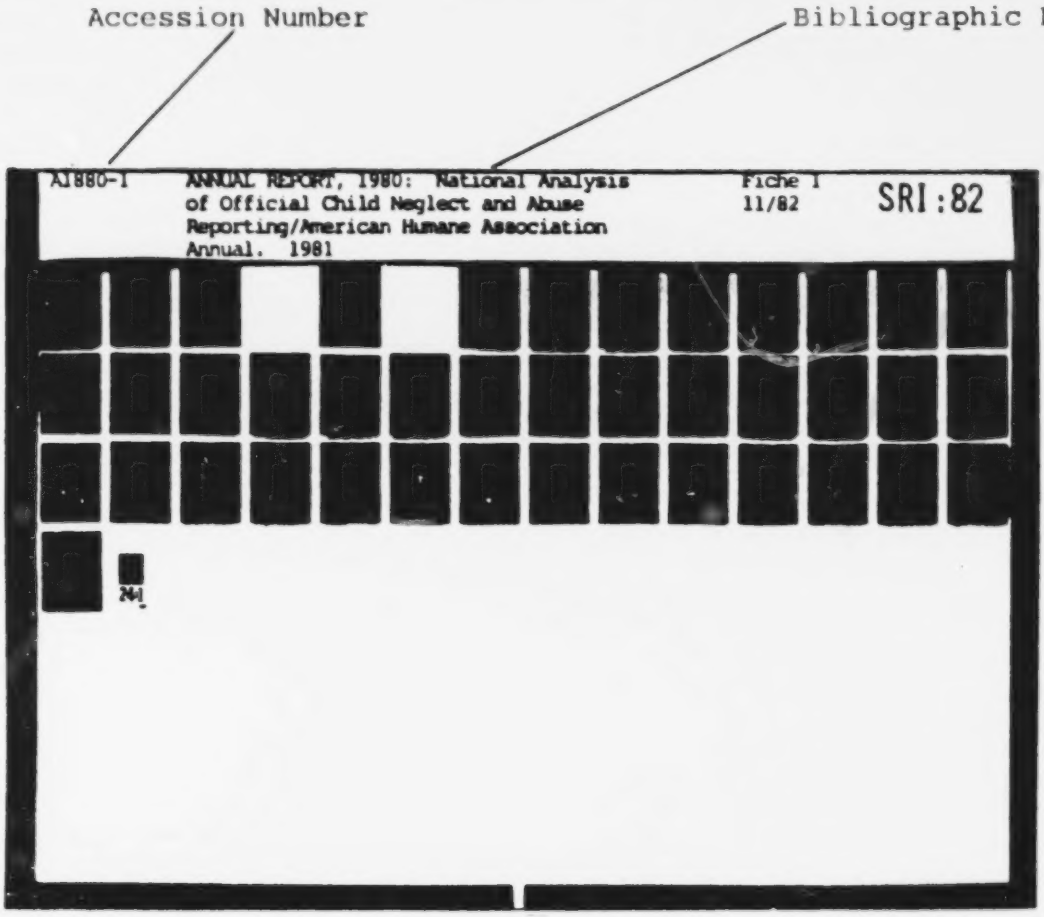
c. Cross-tabulations type of maltreatment, by relationship, age, and sex of child and perpetrator, case status, and service provided, and case status, by source of report Figures 11-16 (p 22-31)

Availability American Humane Association, Child Protection Division, 9725 E. Hampden Ave., Denver CO 80231, $3 00, SRI/MF/complete

The availability section will indicate one of three statuses: 1). **COMPLETE**, which indicates that the complete document is on microfiche, 2). **EXCERPTS**, which indicates that only specific sections are on microfiche, and 3). **NOT FILMED**, which indicates that no part of the document is on microfiche.

Most publications in the statistical indexes are on microfiche. To see if the item is on microfiche, check the availability section in the abstract volume. Items on microfiche are located in two areas. ASI microfiche are in the Reference Room; SRI and IIS are located in the Current Journals, Microforms, and Media Room. They are grouped by year and filed within each group by the accession number used in the printed abstract.

An example of a microfiche report is shown below:



73. Using the 1980 index of the Statistical Reference Index (Index Table 18), locate the subject heading of "Product rankings" and find the reference to fuel economy for tractors. What is the assigned accession number?

A. S 6742-1.921
B. A 4950-2
C. U 2750-1.9
D. C 4725-1.102
E. B 0728-3

74. Check the abstract volume of the 1980 SRI to determine the availability of the document located in the previous question.

A. Complete
B. Excerpts
C. Not filmed
D. Information not given

Government Publications Indexes

Objective Given a subject heading and date, you will use the Monthly Catalog to identify the following parts of a citation to a specific government document: entry number, call number, personal author (if any), publication date, title, and issuing agency.

United States government documents are publications produced by agencies of the federal government. Generally, they are published to satisfy particular needs of the agencies that issue them, so often they include current statistics and information on topics of general interest.

Government documents can be an invaluable resource when gathering material for your term paper or research report. They are especially valuable because they are authoritative, current, and are published on such diverse topics as solar energy, drug abuse, nuclear reactors, school curriculum, unemployment, and windmills, as well as on other economic, political, scientific, and social areas of study. Government documents may appear in a variety of formats--anything from pamphlets to books or microfiche to sheet maps.

It is quite common to find government documents at larger libraries throughout the country because many serve as "depositories" for government documents. The M.D. Anderson Library is a depository library and, as such, receives documents from the government at no charge. The Library then makes them available for public use.

Access to Government Documents

Government documents are located on the 2nd floor Blue Wing of the Library. Since they are NOT listed in the Library Catalogs, you will need to use the printed index called the Monthly Catalog of United States Government Publications (or Monthly Catalog) to find them. The Monthly Catalog is located on Index Table 19.

The Monthly Catalog is issued periodically; it is published on a regular basis once every month. Each issue contains a listing of government documents that have been indexed or cataloged that month. The Library owns the Monthly Catalog from its beginning in 1885 to the present.

In searching for information for the current year, you will need to use the paper copies that are published each month. Indexes for author, title, subject, title keyword, etc., are located in the back of each issue. These indexes are also cumulated semi-annually and annually and published in separate volumes. All of the indexes are used in basically the same way to locate references to specific documents. Your choice of which one to use will depend upon the type of information you have to begin with; for example, if you know the title--use the "title index", etc.

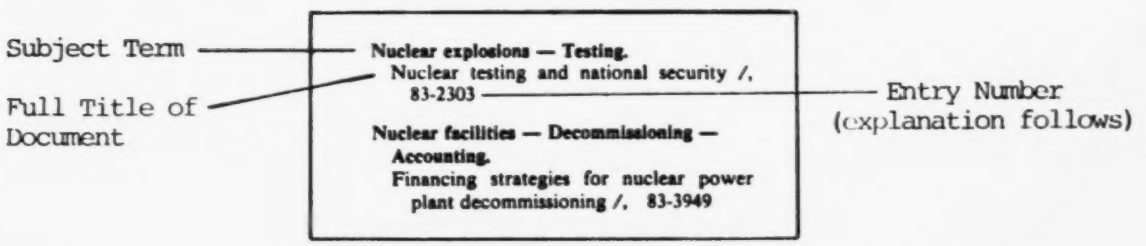
Monthly Catalog Subject Index

You will probably be using the subject index to the Monthly Catalog most often when searching for government documents, since you will be searching for information on a particular topic. While using the subject index to the Monthly Catalog it is important that you look under the correct subject term for your topic. To help identify the correct term, use the Library of Congress Subject Headings (LCSH) books, just as you do when you look for books by subject in the Library Catalog.

Once you have identified the correct subject term, look it up alphabetically in the subject index. A sample entry on "Nuclear explosions--Testing" has been reproduced below:

Entry Number: The "entry number" tells you where to go to find the complete description of the document. The front portion of each issue contains a numerical listing of the documents arranged by the "entry number."

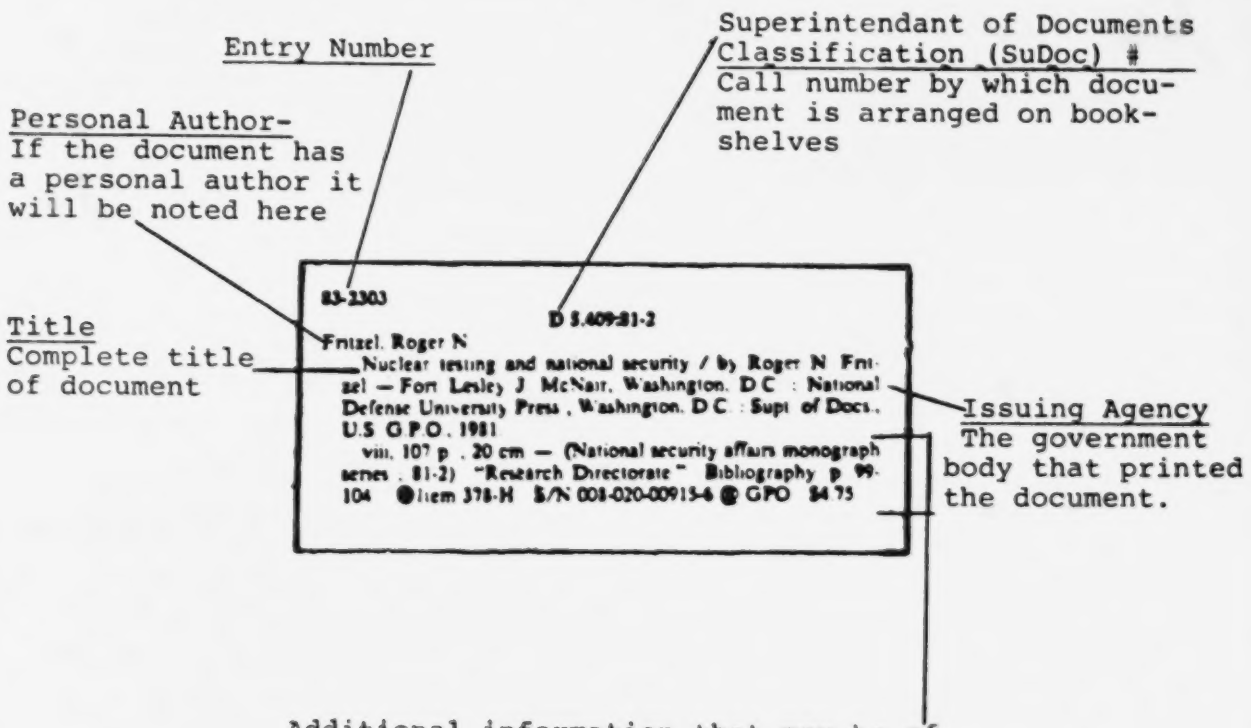
SAMPLE ENTRY FROM THE SUBJECT INDEX


Subject Term
Full Title of Document
Nuclear explosions — Testing.
Nuclear testing and national security /. 83-2303
Nuclear facilities — Decommissioning — Accounting.
Financing strategies for nuclear power plant decommissioning /. 83-3949
Entry Number (explanation follows)

Once you know the entry number, go to the front of the monthly issue and look it up. If you have taken your entry number from a cumulative index be sure to go back to the front of the correct corresponding issue. Entry numbers run consecutively down the left-hand margin of each column. The complete description of the document will be located immediately below the entry number; this will include its title, personal author (if any), date of publication, call number, and the name of the agency that issued it. It will also contain additional information that may prove valuable, such as the number of pages, availability, cost, and special notes about the document.

The following is the complete descriptive entry to our example note above:

Sample Complete Bibliographic Entry


Entry Number
Superintendant of Documents Classification (SuDoc) #
Call number by which document is arranged on bookshelves
Personal Author-
If the document has a personal author it will be noted here
Title
Complete title of document
Issuing Agency
The government body that printed the document.
Additional information that may be of interest such as number of pages, size, availability, and cost.
83-2303
D 5.409:81-2
Fritzel, Roger N
Nuclear testing and national security / by Roger N Fritzel — Fort Lesley J McNair, Washington, D C : National Defense University Press , Washington, D C : Supt of Docs., U.S G P O, 1981
viii, 107 p . 20 cm — (National security affairs monograph series , 81-2) "Research Directorate" Bibliography p 99-104 Item 378-H S/N 008-020-00915-6 @ GPO $4 75

Locating Government Documents on the Shelves by Using the Superintendant of Documents Classification (SuDoc) Number

In order to locate a government document you will first need to know its SuDoc number. If the document is owned by the Library it will be arranged on the shelf by this number. SuDoc numbers are assigned to every document based upon certain information provided by the issuing agency. In our example above, the SuDoc number is D 5.409:81-2. The first letter always represents the agency that issued the document; in this case it is the Department of Defense. Those documents issued by the Department of Agriculture will have SuDoc numbers beginning with the letter "A",and those from the Department of Commerce "C", etc.

SuDoc numbers are read alphanumerically left to right, much like a Library of Congress (LC) Call Number. There is one very important difference however, regarding "decimal points." Unlike LC call numbers, SuDoc numbers never contain decimal numbers. The "period" within a SuDoc number is not a decimal point--it is merely used to segment parts of the number. All numbers that follow the "period" should be read as whole numbers not decimal numbers. For example, the .409 in the SuDoc number above is read as the whole number 409 and will be shelved accordingly.

Helpful Hints to Remember About Government Documents

1. Most Government documents in university libraries are not listed in the Library Catalog. To identify and locate them you must use the Monthly Catalog, which is located on Index Table 19.

2. All government documents are located in one of two areas of the Library; regular documents are on 2nd Floor Blue Wing and documents on microfiche in the Documents Reference Room, 1st Floor Red Wing.

3. All government documents are arranged on the shelves according to their SuDoc numbers.

4. SuDoc numbers do not contain decimal numbers; all numbers are read as whole numbers.

5. Government documents can be checked out for the same loan period as other library materials.

75. Using the 1980 annual subject index to the Monthly Catalog (Index Table 19) locate the subject term "Home Care Services." Which one of the following entry numbers is correct?

A. 79-28794
B. 80-6709
C. 8312
D. 79-2670
E. 80-8312

Use the correct entry number above to locate the complete bibliographic entry and identify the following parts of the citation:

76. Title?

A. Home Care Services-Insurance Coverage
B. Home Health Care Under Medicare
C. Provision for Home Care Services under Medicare
D. Medicare and Insurance Coverage for Home Health Care
E. Home Health Care and Government Provisions

77. SuDoc number?

A. HE3.2:H 75/2
B. HE80-8312
C. NLM4.H 33-2
D. M44.C-887

78. Issuing Agency?

A. U.S. Congress. House. Committee on Health Care
B. National Library of Medicine. Committee on Health Services
C. U.S. Army. Medical Services.
D. Commission on Health Services to the Aged
E. Dept. of Health, Education, and Welfare. Social Security Administration, Health Care Financing Administration

79. Publication Date?

A. 1977
B. 1980
C. 1978
D. 1979
E. 1981

Locating Journals and Microforms

Objective Given a journal or newspaper title, you will use the Serials List to find its call number and location in the Library.

Several of the preceding units have shown you how to use indexes to find citations to articles in journals or newspapers. When you find a citation to an article you think you will want to use, be sure to write down all the information you will need to locate the article:

1. author and title of the article
2. full title of the journal in which the article appears (Be sure to use any key the index provides to abbreviations for journal titles.)
3. volume number and date of the journal issue
4. page numbers for the article

If you want to read an article you have identified, you must first determine whether the Library owns the particular issue you need of the journal or newspaper. In order to do this, use the Serials List.

Using the Serials List

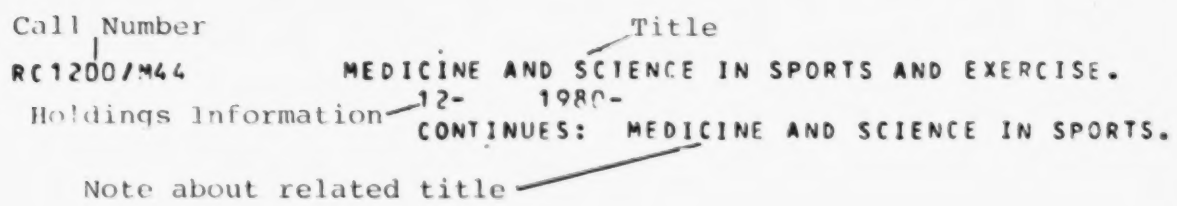
The Serials List is an alphabetical listing of journals and newspapers in the Library that gives the call number of the journal and information on which issues or volumes the Library owns. Copies of the Serials List are located at the Reference/Information Desk, in the Current Journals, Microforms, and Media Room, and on floors 2-5, near the Brown Wing elevators.

Note the following hints on how to find entries in the Serials List:

1. Most journals are listed alphabetically by journal name (e.g., Annals of Probability).
2. Publications of organizations and associations are sometimes listed under the name of the organization (e.g., Texas. Water Development Board. Report.).

3. Acronyms and abbreviations are listed at the beginning of each letter in the alphabet before any full words beginning with that letter (e.g., CPA Journal is listed at the beginning of the "C's," before Contemporary Accounting).
4. Sometimes there will be two listings for a particular journal. It may be that there is a copy in a branch library and a copy in the main library, or there is a copy on microfiche and a paper copy. Each copy will have a separate listing in the Serials List.

Entries in the Serials List look like this:



The HOLDINGS INFORMATION, given under the journal title, tells you what volumes or years the Library owns ("holds") of that journal. In the example given, the Library owns all issues of the journal Medicine and Science in Sports and Exercise, beginning with volume 12, which was dated 1980. The note beginning "Continues" indicates that there was a change in the title of the journal. Issues before volume 12, 1980 will be found under the journal's earlier title, Medicine and Science in Sports. Just as with any other item in the Library, you need to write down the call number (RC1200.M44 in this example) in order to find the journal itself.

How To Read Special Punctuation in the Serials List

Directions on how to use the Serials List are in the front of each volume. Much of that information has also been listed below.

1. If the title has a # in front of it, all issues, including current issues, are shelved in the regular book stacks.

2. Special punctuation used in the holdings information statement given under the title:

   a. A dash after the last number means the Library owns all volumes or years from that number to the current issue.

      1952- means 1952 to the present year
      1- means volume 1 to the present volume

   b. A dash between two numbers means the Library owns all volumes between those two numbers. A comma indicates that the Library does not own the volumes in between.

      1-16, 21- means the Library owns volumes 1-16 and volume 21 to the present volume; the Library does not own volumes 17-20.

   c. A double slash (//) after the last number means the title has ceased publication. Sometimes this is due to a title change. A note will give you the new title if that is the case.

      1-12// means the title ceased publication with volume 12.

   d. A period after the last number means the Library cancelled its subscription to this title.

      1-22. means the Library's subscription ended with volume 22.

   e. Parentheses around a number mean that part of that volume is missing.

      1-(4)- means that the Library owns volume one to the present volume, but some issues of volume 4 are missing.

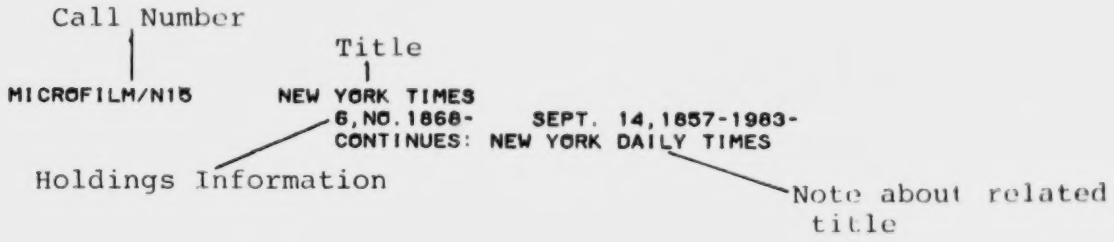
Locating Journals in the Library

Recent issues of journals (generally the current year) are located in the Current Journals, Microforms, and Media Room and are arranged on the shelves by call numbers. At regular intervals these issues are collected by the Library; bound into volumes and shelved with the books in the general collection. If you need an older issue, check the call number on the Call Number Locations Chart and look for the bound volume in the bookstacks.

Locating Materials on Microfilm or Microfiche

The entry in the Serials List may tell you that the journal or newspaper you need is owned by the Library on microfilm or microfiche. The print is reduced in size and reproduced either on a strip of film that is wound on a reel ("microfilm") or on a 3-inch by 5-inch sheet of film ("microfiche").

Note the following entry from the Serials List:



Microfilm and microfiche materials are kept in the Current Journals, Microforms, and Media Room. Microfilm and fiche readers are also located here so that you can read these materials. If you need assistance locating microfilm or microfiche or using the fiche and film readers, ask for assistance at the Current Journals, Microforms, and Media Service Desk.

LOCATING JOURNALS AND MICROFORMS

Using the Serials List, located at the Reference/Information Desk, look up the serial title Journal of Consumer Affairs.

80. Which volumes of this title does the Library own?

A. 5 only
B. 5 to present
C. 1-31
D. 1971 to present

81. Which years of this title does the Library own?

A. 5 to present
B. 1971 to present
C. 1985 to present
D. 1971 only

82. What is the call number of this journal?

A. 110/C6
B. BF1/J575
C. HG3755/J6
D. HC110/C6/J68

83. On which floor and wing would you locate bound volumes of this title in the Library?

A. 5 Blue
B. 3 Blue
C. 4 Brown
D. 3 Red

84. According to the Serials List, what is the microfilm number of the Washington Post?

A. N53
B. N22
C. N21
D. N1

5/ Research Strategy

By now, you should be familiar with the Library and with some of the important reference sources that you will need to use to complete your research paper. Knowing how to use these library services and resources is important, but it is only the first step in the research process. The second step involves developing a systematic plan or research strategy, that will lead you to the information you need quickly and efficiently. This unit will introduce you to a basic research strategy and discuss where the Library services and resources you have learned about in the Library Research Workbook fit into it.

The flowchart at the end of this section outlines a basic research strategy. You may wish to refer to it as you read this summary.

Planning Your Research Strategy

I'M WRITING A POEM TO ENTER IN THE NEWSPAPER POETRY CONTEST AND I'M STUCK!... SO FAR ALL I'VE WRITTEN IS THE TITLE!...
LET'S SEE...
"LIFE" BY KUDZU DUBOSE.
MAYBE MY TOPIC'S TOO GENERAL!...
Kudzu

When planning your research strategy, follow these steps in the Library:

1. Select a general topic for your research.

   Pick a topic of interest to you. Discussing your ideas with friends, instructors, and librarians may help you select a suitable general topic for your research paper.

2. Find background information.

   Read an encyclopedia article to obtain a general overview of your topic. An encyclopedia article will identify major aspects or subtopics related to your general topic. A bibliography at the end of the article may list additional important sources of information on your topic.

   Check dictionaries for definitions of unfamiliar terms.

3. Select a specific topic.

   Use the information you have gathered from your background reading to select a topic that meets the requirements of your research paper assignment. Your topic should not be so broad that you become overwhelmed by too much information nor should it be so narrow that you will not be able to find enough information to complete you assignment. Decide which aspect of your topic to investigate and limit your topic in terms of time, scope, geography, noteworthy individuals, etc. Talking with instructors and librarians about your topic may help you clarify you ideas and decide which approach to take.

4. Assemble a basic bibliography.

   Having selected the topic for your research paper, now you must find the information available on your topic in the Library.

   Use the Library Catalog to find books. Before you search by subject, be sure to check the important terms in the Library of Congress Subject Headings List to determine the correct subject heading assigned by the Library.

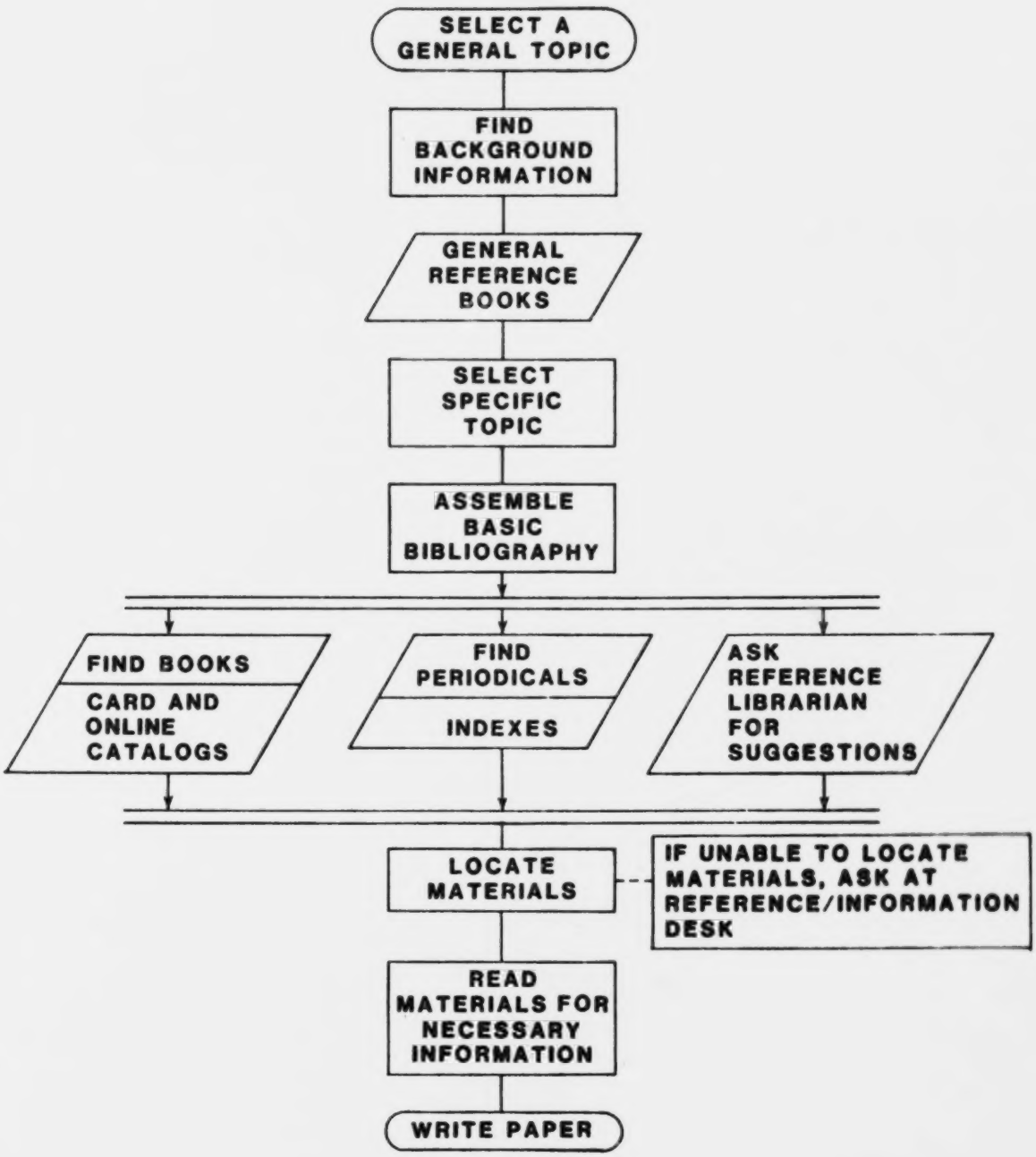
   Use periodical indexes to find articles in journals, magazines, and newspapers containing the most current information on your topic. Check with a librarian to find an appropriate subject index for your topic.

It is a good idea to review your search strategy with a librarian BEFORE you start looking for materials. Librarians can assist you by suggesting the best possible indexes and subject headings for your topic. They will be able to tell you about additional books and indexes not listed in this workbook and show you how to use them to find information on your topic. Librarians will also help you locate materials that you have not been able to locate on your own in the Library.

Planning and following a basic research strategy will guarantee that your research is thorough and sound and save you valuable time in the Library.

Librarians are available to assist you with your information needs and help you develop your searching skills. Consult with the librarians at the Reference/Information Desk for further information and guidance.

SAMPLE RESEARCH STRATEGY



RESEARCH STRATEGY

85. What is the most effective way to begin researching a topic that is unfamiliar to you?

    A. Look for current articles in Reader's Guide to Periodical Literature.
    B. Browse through the Reference Collection to find a useful reference book.
    C. Find a general encyclopedia article to use for background information and to identify key terms and phrases.
    D. Find a book in the Online Catalog to give you a general overview.

86. You have selected a general topic of interest to you and looked up an encyclopedia article on that topic for background information. What is the next step in your process?

    A. Write your paper.
    B. Select a specific topic.
    C. Look up key phrases in the Library Catalog.
    D. Look up key phrases in periodical indexes.

87. You have used the Author search in the Online Catalog to locate a book on your topic. Using the information on the bibliographic record, how can you quickly locate additional materials on your topic?

    A. Check the Online Catalog to determine whether the authors have written additional relevant books on the topic.
    B. Search the Online Catalog using the subject headings on the bibliographic record.
    C. Check in the Online Catalog for other books published by the same company.
    D. Check the Library of Congress Subject Headings for relevant subject headings under which you may search by Subject in the Online Catalog.

88. If you have not found materials in the Library Catalog by using the search terms you have identified you should:

    A. Browse through the reference collection for additional sources.
    B. Go back to the encyclopedia for ideas.
    C. Change your topic.
    D. Check the Library of Congress Subject Headings for additional subject headings.

89. If you have identified a sufficient number of books on your topic in the Library Catalog you should:

A. Check periodical indexes for articles containing current information.
B. Consider your search finished.
C. Organize your materials for your first draft.
D. Go to another library.

90. What does the term "periodical" mean in the Library?

A. A punctuation mark.
B. A bibliographic citation.
C. Journals, magazines, newspapers, bulletins, or serials.
D. A decimal point.

91. Where is the Reference/Information Desk located in the Library?

A. 5 Brown
B. 2 Blue
C. 1 Red
D. 3 Brown

92. What source do you use to locate periodicals owned by the Library?

A. The Monthly Catalog.
B. The Online Catalog.
C. The Reader's Guide to Periodical Literature.
D. The Serials List.

93. A librarian at the Reference/Information Desk can assist you with:

A. Planning or reviewing you search strategy.
B. Developing your searching skills by providing instruction on how to use library resources.
C. Suggesting additional sources of information on your topic.
D. All of the above.